

# The Catholic Library World

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## Contents

|  | PAGE   |
|--|--------|
| <b>Multiple Forms</b>                              |        |
| Multiple Forms in Preparations Departments         |        |
| Louis A. Kenney                                    | 39     |
| Paper System Resolves Interlibrary Loan Crisis     |        |
| William A. Kozumplik                               | 43     |
| <b>Charging Books by Photography</b>               |        |
| Photographic Charging in Scholarly Libraries       |        |
| Ralph R. Shaw                                      | 46     |
| Evaluation by Photocharger                         |        |
| Rev. Ambrose Burke, T.O.R.                         | 47     |
| <b>Library Applications of Punched Cards</b>       |        |
| Finding Ideas in Small Libraries                   |        |
| William Danker                                     | 51     |
| Circulation, Time-Saving and Evaluating by         |        |
| Punch Cards  |        |
| Joseph Benson                                      | 54     |
| <b>Reproducing Catalog Cards and Library Forms</b> |        |
| Economic and Mechanical Factors in the             |        |
| Reproduction of Catalog Cards and Forms            |        |
| Joseph T. Popecki                                  | 55     |
| Catalog Card Reproduction at St. Mary's College    |        |
| Rev. Gilbert C. Peterson, S.J.                     | 57     |
| <b>Association Progress</b>                        |        |
| Leaven and Salt                                    | 38, 61 |
| Catholic Book Week                                 |        |
| Rev. Vincent T. Mallon, M.M.                       | 61     |
| More Conference Minutes                            | 63     |
| Talking Shop, Richard James Hurley, <i>Editor</i>  | 66     |
| Bibliotherapy, Lucy M. Latini, <i>Editor</i>       | 67     |
| BOOKS, Sister Mary Reparata, O.P., <i>Editor</i>   | 68     |
| Reference Books                                    |        |
| Sister Mary Claudie, I.H.M., <i>Editor</i>         | 69     |
| Children's Books                                   |        |
| Ethna M. Sheehan, <i>Editor</i>                    | 71     |
| Books for Young People                             |        |
| Helen L. Butler, Ph.D., <i>Editor</i>              | 72     |

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Indexed in The Catholic Periodical Index and Library Literature

## ASSOCIATION PROGRESS

### GUEST EDITOR . . . . .

The WORLD is very proud to present this month Mr. Joseph T. Popecki, Assistant to the Director of Libraries, Catholic University of America, as guest editor. The Catholic University has pioneered in investigating and testing methods for simplifying and increasing the accuracy of library records. To bring libraries with small budgets up to professional standards of service and scholarship demands scrutiny of every process. Some idea of the extent and care of this testing is evident in his contributions this month. They should prove a valuable summary of devices available to any library and a challenge to improvement. Mr. Popecki is author of a brief review of the periodicals microfilming service at Catholic University in the September issue of the *Catholic Journalist*.

Another member of our editorial staff appears this month in a new role. Sister Mary Claudia, I.H.M. of Marygrove College takes up the chairmanship of the Association's Committee on Reference Books and editor of Reference Books reviews. Members of the Committee are:

Rev. Vincent Dieckman, O.F.M.

Holy Family Monastery, Oldenburg, Ind.  
William A. Kozumplik, Ph.D.

Oregon State College, Corvallis, Ore.

Rev. William J. Monihan, S.J.

University of San Francisco, Calif.

Sister Mary Winifred, C.S.J.

St. Joseph's College for Women,  
Brooklyn, N.Y.

Eugene P. Willging

Catholic University of America,  
Washington, D.C.

### Leaven and Salt . . . . .

When I took up the duties of administration in the Association, no duty was more urgently laid upon me than to keep members informed of the doings, needs and sufferings of the Catholic Library Association. This has been no pleasant task. Mr. Leavey's gentle protests had to be replaced with some very unpleasant truths. As a member, my own sins of omission for the past fifteen years are very like those of ninety-five per cent of our members. Having appointed a secretary we left to him and to a very small group of dedicated persons not only the

### CALENDAR OF SCHEDULED EVENTS

1952

October 18—Western Pennsylvania Unit: Fall meeting, Gannon College, Erie.

October 18—Michigan Unit: Fall meeting, Detroit.

October 25—Midwest Unit: 17th Annual Meeting, Monte Cassino School, Tulsa, Okla.

November 15—Illinois Unit: Annual meeting, Rosary College, River Forest.

November 8-December 6 (Saturdays)—Second Cardinal Stritch Parish Library Workshop, Immaculate Conception School, Chicago.

November 15—Wisconsin Unit: Fall meeting, Notre Dame High School, Milwaukee.

1953

February 2-6th—Temple University, 10th Annual Reading Institute.

February 22-28th—CATHOLIC BOOK WEEK. Theme: *The Truth Shall Make You Free.*

research and scholarly contributions, but the financial and administrative problems which were not theirs alone, but the duty of every member. Perhaps fifty names recur again and again whenever a task is assigned.

One does not sit hour after hour adding eighty per cent to bills already burdensome without asking whether it is all worth while, whether the cause we serve is worthy, not only of the financial sacrifice, but of the endless hours that a few persons have given to furthering Catholic reading. I hope soon to make some estimates of the man-hours involved in preparing *The Catholic Booklist*, *The Catholic Supplement to the Standard Catalog for High Schools*, the *Catholic Supplement to the Children's Catalog*, and *Books for Catholic Colleges*, the revision of the *Alternative Classification*, the pains of Catholic Book Week, the scholarly papers in the *Catholic Library World*, the special interest pages month after month, the endless hours of budgeting and policy making by the Executive Council, the overtime given to the preparation of the *Catholic Periodical Index*. Only the recording angel will act as paymaster for these services.

The Council of National Library Association lists ten member groups. There are  
(Continued on page 61)

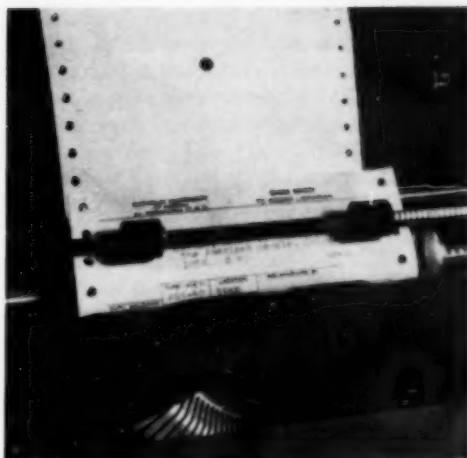
# Multiple Forms:

How  
They Smooth  
Technical Processes

by

LOUIS A. KENNEY

ASSISTANT LIBRARIAN  
UNIVERSITY OF NOTRE DAME



The pin-feed form developed by the Standard Register Company in use with an electric typewriter. The form illustrated consists of seven parts and registers throughout the form within 1/64 of an inch.

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We have come a long way from the days of the manuscript catalog card and the personal purchase of books from the local bookshop. In that span of years libraries have made technical as well as professional progress. The increased output of printed material has made conventional methods of preparing it for use as outmoded as the horse and buggy. In these pages you may find the solution to some of your own library's problems by the application of mechanized methods. Every effort has been made to present both the theoretical and practical side of the four main subjects treated.

.....

## Multiple Forms in Preparations Departments

Multiple or continuous forms for ordering and internal control of books during technical processes are no longer a novelty. They are here to stay, although many institutions large and small have preferred the traditional procedures for reasons usually based upon the difficulties with institutional finance officers. Scant information on such forms has appeared in library literature. Likewise the new multiple-copy inter-library loan form which is receiving widespread attention has not yet been adequately presented. The Catholic Library World is honored at being able to print these pioneer articles on the subject. Subsequent studies will undoubtedly expand and clarify the new multiple carbon copy forms systems.

The following articles describe the two chief types of multiple forms systems as they are now operating, based upon the experience and study of their respective authors.

Librarians hear many things about the new means of controlling and facilitating the process of getting books to readers by the use of multiple continuous forms. Such forms are solving problems in acquisition and cataloging processes and improving services in many universities, colleges and large public libraries. It is the purpose of this article to point out some of the advantages of paper systems commonly referred to as *correlated forms* or *multiple copy order forms*, to show just how they work, and to give information concerning their design.

Librarians are faced with an ever-growing problem in getting books ordered and made available for circulation promptly. Complaints from library users on the delay in the cataloging of books have become ever stronger, and justifiably so. Libraries not using multiple forms often must withhold books from circulation for weeks, months or even years.

In seeking a solution to the problem of new books delayed in processing departments it was found that certain paper techniques of the business world might be adapted to the library. Study and experimentation have shown that multiple-copy forms could facilitate much of the copy work keeping books out of circulation after their arrival at the library. Most of the former typing of process slips can be eliminated. The necessary copying of bibliographic information is done *before* the new book is received. Additional services like faculty notification of the book's arrival and filing a temporary card in the card catalog at once become possible at very low cost.

In order to make a valid comparison it is appropriate to outline the procedure commonly followed in libraries. A purchase order in 3, 4, or 5 parts was typed on 8½" x 10½" paper. The first copy was signed by the Order Librarian, folded and placed in an envelope for mailing.

Under the old system after the arrival of the book the following operations commonly had to be carried out before the book was ready for circulation:

#### **In the Acquisition Department:**

1. Pull order card from order file and place it in book.
2. Pull copy of purchase order and strike off the title received.
3. Match purchase order, invoice and order card.
4. Prepare a 3" x 5" "rider" to go with book to Catalog Department or enter order items in book giving fund, date, agent, destination, etc.
5. Refile order card and purchase order copy, approve invoice for payment.

#### **In the Catalog Department:**

6. Accession book.
7. Search for Library of Congress card number.
8. Write Library of Congress card order on a 3" x 5" slip.
9. Write catalog process slip (3" x 5" slip).
10. Match Library of Congress cards with book.
11. Classify and catalog book.
12. Write temporary shelf card. (3" x 5" slip).
13. Prepare book card and pocket, mark book and send to shelves.

14. Write letter or post card to teacher or department notifying that book is ready.

Investigation showed that these 8½" x 10½" purchase orders wasted paper and time in typing and preparation for mailing. It was also determined that the average number of books per order typed was slightly over two in university libraries. Therefore, it followed that it would be more practical to type a 3" x 5" purchase order for each book. With this fact clearly established, the possibility presented itself of incorporating other preparations processes and new services in the one typing of a book order by means of carbon copies, since 3" x 5" is the standard size for other library technical process forms. Under the multiple system the steps have been reduced and redistributed as follows:

#### **In the Acquisition Department:**

1. Type multiple order form including Library of Congress card number if available.
2. Distribute the copies.
  - a. Purchase orders placed in envelope, mailed to agents, (no signature necessary).
  - b. Acquisition, process copy, faculty notification and receiving accountant copies (pre-stapled) filed in Order file.
  - c. Library of Congress card copy and catalog process copy sent to Catalog Department.
3. Catalog Department orders Library of Congress cards for current books.

#### **Arrival of Book**

4. Match book with those multiple slips in order file, stamping receiving date on Acquisition Process and Receiving Accountant copies. The former is replaced in the file and becomes a receipt, while the latter is given to the billing clerk to match with the invoice. The Faculty Notification (rider copy) slip is placed in the book and sent on to the Catalog Department.

#### **In the Catalog Department:**

5. Accession book.
6. Place Library of Congress cards (ordered and received in advance) in book.



7. Catalog and classify book.
8. Shelf list book using Catalog Process copy as temporary shelf list card.
9. Prepare book card and pocket, mark back of book and send to shelves.
10. Place faculty notification slip in envelope and mail.

The multiple form usage is given only in its general outline here. Systems devised in each institution vary in many ways. It is possible to designate one copy as "Book Ordered" and file it under author in the Card Catalog immediately after an order has been placed. A common practice is to send a slip stapled to the Purchase Order copy along to the agent to be placed in the book when shipped or to be used for reporting.

Another copy of the multiple form may be designed to be attached to the Acquisition Process Slip and used for recording or for communication with the agent or the professor or department requesting the book. Many libraries use one of the multiple copies for the permanent accession record file displacing the obsolete accession book.

Designing multiple forms for an individual library must be undertaken with some thought and study. The changeover from the old system need not be feared as too difficult or too up-setting to established routines. Commercial printers such as the Standard Register Company of Dayton, Ohio are ready to send experienced salesmen who can aid librarians in determining needs and designing multiple forms systems.

Preliminary to designing a multiple form it would be important to set forth in writing two things:

1. The steps in the library's present ordering and cataloging procedure which might utilize multiple forms.
2. Additional services which ought to be inaugurated through the opportunities afforded by multiple forms.

Few libraries will be able to have all desires met, but certainly more can be had than the old system allows. Obviously, in the interest of economy the number must be kept to a minimum. Some libraries have only a 3-part form. Others range from 4 to 9.

An electric typewriter either IBM or Royal is usually necessary. Type larger than ordinary pica is recommended in the

interest of legibility for all copies of the forms. One must make certain that the Library of Congress Card Order is acceptable to the Card Division at the Library of Congress. It is wise to send a sample in advance for approval. The card deposit number should be large enough for easy legibility by the Card Division's billing clerks. The Library of Congress Card Order slip must also be precisely 5 inches in width as the Card Division's files are designed to that exact width. Slips over 5 inches might be rejected causing great inconvenience.

It is well to keep the purchase order copy as simple as possible. The majority of booksellers will fail to read several lines of small print appearing at the bottom of a 3" x 5" slip. Many multiple forms indicate the destination or departmental library in which the book ordered will eventually be shelved. Some agents will notice this destination on the purchase order copy and address the book to such a departmental library rather than to the acquisition department. This can be avoided by instructing the printer to black out the space giving the destination on the purchase order copy. The space in which the Library of Congress card number is typed should also be blacked out on the purchase order so that agents will not mistake it for the purchase order number and quote it on the package, label and invoice.

The multiple form described above presumes the abandonment of the old correspondence-size purchase order. It should be pointed out that in those institutions where the fiscal authorities refuse to allow the library to use an unorthodox 3" x 5" form as a purchase order, it is still possible to adopt the multiple form for internal control. The Library of the Catholic University of America faced with just such a situation weighed the advantages of the multiple form against the inconvenience of typing both a purchase order and the individual multiple form. Time studies showed that it was still worthwhile, particularly since the descriptive material on the purchase order could be reduced to less than one line per item. The full description appears on the copy of the 3" x 5" multiple form enclosed with the purchase order which the dealer is instructed to return with the book or use as a report.

The cost of the multiple forms per unit comes to approximately 3½ cents. It is estimated that besides adding to the gen-

eral service level, such forms may save several dollars per title processed.

The Catholic University internal control multiple form is in seven parts. Their names and functions are as follows:

|  |  |   |                |            |  |          |                |              |               |              |         |           |        |  |  |  |  |  |  |
|--|--|---|----------------|------------|--|----------|----------------|--------------|---------------|--------------|---------|-----------|--------|--|--|--|--|--|--|
| ●  | CATHOLIC UNIVERSITY OF AMERICA<br>S.I. WASHINGTON, D.C.  | TEMPORARY CATALOG CARD<br>(Heavy paper stock) | ●              |            |  |          |                |              |               |              |         |           |        |  |  |  |  |  |  |
| ●  | CATHOLIC UNIVERSITY OF AMERICA<br>S.I. WASHINGTON, D.C.  | TEMPORARY SHELF LIST                          | ●              |            |  |          |                |              |               |              |         |           |        |  |  |  |  |  |  |
| ●  | CATHOLIC UNIVERSITY OF AMERICA<br>S.I. WASHINGTON, D.C.  | L. C. CARD NO.                                | ●              |            |  |          |                |              |               |              |         |           |        |  |  |  |  |  |  |
| ●  | CATHOLIC UNIVERSITY OF AMERICA   | ACCESSION CARD                                | ●              |            |  |          |                |              |               |              |         |           |        |  |  |  |  |  |  |
| ●  | CATHOLIC UNIVERSITY OF AMERICA<br>S.I. WASHINGTON, D.C.  | REPORT TO DEPARTMENT                          | ●              |            |  |          |                |              |               |              |         |           |        |  |  |  |  |  |  |
| ●  | CATHOLIC UNIVERSITY OF AMERICA<br>S.I. WASHINGTON, D.C.  | PROCESS FILE                                  | ●              |            |  |          |                |              |               |              |         |           |        |  |  |  |  |  |  |
| ●  | CATHOLIC UNIVERSITY OF AMERICA<br>S.I. WASHINGTON, D.C.  | ORDER REPORT TO ORDER LIBRARIAN               | ●              |            |  |          |                |              |               |              |         |           |        |  |  |  |  |  |  |
| ●  | <table border="1"> <tr> <td colspan="2">FUND TITLE</td> <td>LOCATION</td> <td>RECOMMENDED BY</td> </tr> <tr> <td>DATE ORDERED</td> <td>DATE RECEIVED</td> <td>DATE OF BILL</td> <td>CHECKED</td> </tr> <tr> <td>NET PRICE</td> <td colspan="3">DEALER</td> </tr> <tr> <td colspan="4">DEALER RETURN WITH BOOK OR USE AS REPORT</td> </tr> </table> |   |                | FUND TITLE |  | LOCATION | RECOMMENDED BY | DATE ORDERED | DATE RECEIVED | DATE OF BILL | CHECKED | NET PRICE | DEALER |  |  | DEALER RETURN WITH BOOK OR USE AS REPORT |  |  |  |
| FUND TITLE                               |  | LOCATION                                      | RECOMMENDED BY |            |  |          |                |              |               |              |         |           |        |  |  |  |  |  |  |
| DATE ORDERED                             | DATE RECEIVED  | DATE OF BILL                                  | CHECKED        |            |  |          |                |              |               |              |         |           |        |  |  |  |  |  |  |
| NET PRICE                                | DEALER   |   |                |            |  |          |                |              |               |              |         |           |        |  |  |  |  |  |  |
| DEALER RETURN WITH BOOK OR USE AS REPORT |  |   |                |            |  |          |                |              |               |              |         |           |        |  |  |  |  |  |  |

1. **Order Report.** This slip in addition to the full bibliographic description of the book ordered has in large print the following instruction: "Dealer: Return with book or use as report." If the dealer returns the slip as a report an appropriate notation on the verso is checked and the slip is sent to the interested academic department.
2. **Process File.** This slip (pre-stapled with the remaining five slips) is filed in the order file until the book arrives after which it is refiled alone.
3. **Report to Department.** This slip is sent to the academic department requesting that the book be purchased and carries this printed message: "This item ordered by your department has been received in the library and is now being cataloged and classified."
4. **Accession Card.** This slip is assigned an accession number in the Order Department where it is used as the carbon of the Library of Congress card order. After receipt of the cards it is filed by number in the accession record file.
5. **L.C. Card.** The Library of Congress card number is searched and added to

this slip and sent to the Library of Congress. The Catholic University's card account number appears in print on this form as do certain symbols commonly used in card ordering. Cards are not ordered until the book has been examined.

6. **Temporary Shelf List.** This slip includes the call number and the corrected form of entry, if necessary, so that the temporary card can be easily located in the card catalog when the permanent card is filed.
7. **Temporary Catalog Card.** This copy is on heavy stock and gives the call number and corrected form of entry. It is pulled when the permanent catalog card is filed and sent to the order department which pulls the Process File Slip. The temporary Catalog Card fulfills still another use. It is saved for the preparation of a mimeographed monthly accessions list issued by the Library.

The University of Notre Dame Library began using an eight-part multiple order form in September 1948. Its design resembles that of Columbia University<sup>1</sup> with variations to fit local needs; The University comptroller at Notre Dame readily agreed to the use of the 3" x 5" slip as a purchase order. In general the system works along the same lines as that at Catholic University. Instead of an accession slip however, there is a Record Copy kept in the Acquisition Department. This copy of the multiple form is bound in book form, in numerical sequence with four items to the page. As invoices are approved and passed for payment the date of receipt of the book, the date of the invoice and actual cost of the book are entered in this book making a permanent and easily consulted record of purchases.

Four years of multiple form use at the University of Notre Dame Library have proven their value. No major change in the system is anticipated. However, some refinements will be incorporated in the next printing of blank forms.

It is hoped that the foregoing paragraphs will aid librarians who are considering a multiple forms system.

<sup>1</sup>"Acquisition procedure at Columbia University Speeds Books to Libraries' Shelves," Paper Simplification No. 7:4. (Published by The Standard Register Company, Dayton 1, Ohio).

# Paper System Resolves Interlibrary Loan Crisis



by **WILLIAM A. KOZUMPLIK**  
*Assistant Librarian,  
Oregon State College, Corvallis*

.....

By 1950 throughout the library profession, frothing clamor and turmoil relating to the excessive costs of interlibrary loan service brewed a number of quite different solutions. One solution, dealing only with the transportation costs, merely transferred these costs from the library's empty cash drawer to the individual scholar's empty purse. This was a wholly inadequate solution. From the purely fiscal standpoint, it was an evasion of the problem of reducing costs. However, the application of this solution to the interlibrary loan problem undoubtedly had the desired effect of dramatizing a need for supplemental funds to support interlibrary lending services.

Interlibrary lending is here to stay. This is an era of cooperation. There is no doubt that "sound and workable schemes for interlibrary cooperation must include the idea of interlibrary loans as a basic principle." Interlibrary loan service is increasing in scope and quantity. The quality and size of a library's collections we now recognize has little effect on the number of loans initiated. The opposite is the case. The truth is that there is a positive correlation between the growth of collections and the increase of interlibrary loan transactions.

Another solution has been advanced to meet the problem of rising interlibrary loan costs, namely, the imposition of a fee which, in addition to the traditional transportation and insurance charges, is to be paid by the borrowing library upon its application for a loan. Charging a fee does not, of course, meet squarely the problem of reducing costs. It is again a transference of the actual cost. The true purpose of the fee is not so much to support financially the service as it is to reduce the number of off-

campus applications for service by discouraging indiscriminate recourse to large research libraries for loans. However, it does appear that the fee-assessment technique would accomplish its primary purpose, since libraries would first apply elsewhere for materials. It would help to produce the desirable and healthy result of "spreading the load," an effect for which the new ALA General Interlibrary Loan Code 1952 strives. (1952 Code VII.1.) It is the conviction of many librarians, however, that the same desired result of spreading the load, so that the large libraries would not be bearing an undue portion of the nation's interlibrary loan business, can and will be accomplished by the vigorous voluntary implementation of the new Code's policies.

The first solution saw the borrowing library pass all or part of the transportation cost to the scholar requesting the book. In the second solution, the borrowing library was in turn assessed a fee to cover, in part, the professional and clerical costs incurred by the lending library. It is inevitably logical that this fee might also be passed on to the scholar. Thus, the researcher suffers a hardship for a service which, according to enlightened librarians, it is the responsibility of the library to supply.

Neither transference of cost or fee-compensation, effects a true reduction in the operational costs of interlibrary loan service. These solutions would operate to discourage needless, indiscriminate, and doubtful transactions, that is, reduce or halt the abuses of the service. However, these devices limit and, at times, sabotage research when they are applied to the deserving scholar unable to pay regularly for the service. This effect is directly opposite to the purpose of in-

terlibrary loan service: "to make available for research and for serious study library materials not in a given library, *with due provisions made by the lending library for the rights of its primary clientele.*" (1952 Code II) It is the writer's conviction that interlibrary loan service will only assist research when that service is freed of the onus of paying its way and divorced from the *quid pro quo* concept of interlibrary relations. Passing the buck by transferring costs does not achieve economy. The question of economy can best be met by reducing the operational costs of the service. This is the measure that will take interlibrary loan off its crossroads and lead it out of crisis. Through it the high ratio of abuses of the interlibrary loan privilege will suffer a marked decline. Assisting is the availability (through Gaylord Bros.) of the new Code as a separate publication at nominal cost. It must be remembered that non-availability of the 1940 ALA Code contributed in a large measure, through ignorance of the Code's provisions on the part of personnel, to the making of many improper requests. It is urged that all interlibrary loan personnel be provided with a desk copy of the new ALA Code, which will assist materially in putting the national interlibrary loan effort in tune. Out of it will result an integrated, effective, efficient, and low-cost service.

It is frequently stated that librarians have finally learned to put paper to work. This is strikingly evident in the area of the technical services. Two outstanding examples recently described are the multiple-use process form that ties together the acquisition and cataloging activities and the multiple order form which integrates and controls the flow of work from purchasing through processing to reader's notification. The primary purpose of these paper systems is to effect savings, to reduce the cost of operations without sacrificing quality and volume of production and to control through records the processing flow of materials. This is a principle borrowed from business and industry. Furthermore, where a well-planned, smoothly-functioning paper system operates, much more than its primary purpose is achieved: It also raises the quality of the final product (service), thereby creating a capacity for wider and diversified services. The unit-request carbonated multiple form utilizing window envelopes does this for interlibrary loan service.

The ACRL Committee on Interlibrary Loans, discharged 31 August 1952, its mission having been accomplished, examined the multiple forms and proposals for such paper systems which were appearing in 1950/51 in all sections of the country. It selected one developed at the University of California for use by its eight campuses as offering greatest possibilities for efficiency and economy. The Committee revised the California form to make it usable on a nation-wide basis. The form was approved in principle by the ACRL Board of Directors in July 1951, and in the spring and summer of 1952, chiefly during their annual conferences, eight national library associations including CLA Council, approved the ACRL plan and the ALA General Interlibrary Loan Code 1952. This raised the form, which is incorporated in the Code, to the status of the profession's standard.

The success of the standard interlibrary loan form is assured. The University of California and Oregon State College libraries have each, the former over a two-year period and the latter for one year, attested not only a reduction in the borrowing library's clerical and materials cost of around 50 per cent and 75 per cent respectively. The lending library's materials cost is reduced by about 90 per cent and its clerical cost by an estimated 85 per cent. Also apparent is an improvement in quality of services rendered.

The chief features of the standard request form (see cut) are:

1. **Multiple parts** provide, at one typing by the initiating library, all documents, correspondence, and records necessary to complete the transaction. Many forms and typings are supplanted (see below).
2. **Unit request** insures easier and faster service by the lending library primarily but also by the borrowing library. This feature is comparable to the multiple order form book-purchase system.
3. **Textual guides for completeness of data** assist the borrowing library to fulfill requirements for submitting an acceptable application for a loan. Of special note here are the items continually requested, such as: certifying verification, giving sources of reference when verification was not practicable, noting acceptability of photoduplication in lieu of the loan, etc.



4. **Self-evident use** comes from brief instructions on the use of the form printed on the form itself. The blank verso provides space for overlong bibliographic data and other information or notes.

5. **Window envelope design** with address space for both the borrowing and lending libraries is arranged to permit use of window envelopes. Numerous additional traditional typings of addresses are supplanted (see below).

6. **Low printing cost** of one form in four parts is one-fourth the cost of the various forms it displaces.

7. **5" x 8" standard size** assures adequate notation space for essential information required by the Code.

8. **Reduction of filing space.** A single sheet becomes the final record in each library.

The procedures using the 4-part request form are as follows: The borrowing library's interlibrary loan librarian sends parts A, B, and C to the lending library which fills in by hand, using carbons, the appropriate reports on the three parts (upper right side of the form), and returns parts B and C to the borrowing library. If a delay-report is necessary, part C would be sent first, and part B later when the volume is ready for shipment. Part A is retained by the lending library. Part D is held by the borrowing library until the volume is ready to be returned. Parts A and B are the permanent records of the transaction for the lending and borrowing libraries respectively.

PARKER, Ralph H. *Library applications of punched cards: a description of mechanical systems.* Chicago, American Library Association, 1952. viii, 80 p. \$2.75

McGAW, Howard F. *Marginal punched cards in college and research libraries.* Washington, D.C., The Scarecrow Press, 1952. 218 p.

No two books could be more sorely needed in the library field today than those produced by Parker and McGaw. At first glance, one of them would appear to be superfluous, but in reality the two authors have divided the field down the middle.

It would probably not be out of place to point out that both books make a careful distinction between the card which has coded punches throughout the body of the card and is generally machine operated throughout, and the marginally punched card which is hand operated.

The chief saving lies in curtailing duplicate typing. The one typing of bibliographic data, informational notes, and addresses suffices to start, carry along, and complete the transaction. That one typing supplants the traditional five to eight typings of bibliographic and related data, and six to eight typings of addresses.

When the cost-cutting form is used by all types and sizes of libraries in accordance with the policy recommendations of the new Code, (1952 Code VIII.7), and when all libraries apply the Code's recommended standard operating procedure, then the standardization of the technical and clerical aspects of interlibrary loan service will pay off universally in sharply reduced operating budgets and in improved professional services furthering cooperative effort in the interests of national research.

1. Charles W. David, "Remarks Upon Interlibrary Loans Mid-20th Century Style," *College and Research Libraries* 10:429-433 (October 1949) and Felix E. Hirsch, "Interlibrary Loans from the College Viewpoint," *op. cit.*, 10:434-439, 444 (October 1949).

2. Ruth Harry and Harold Ostvold, "Interlibrary Loan Service and National Research," *op. cit.*, 10:145-150 (April 1949).

3. James G. Hodgson, *A Progress Report on a Study of Interlibrary Loan Costs.* Colorado A. & M. College Library Bulletin 22 (July 1951), p.2.

4. Bella E. Shachtman, "Simplification Pays Off," *Library Journal* 77:1254-1258 (August 1952).

5. Cf. William A. Kozumplik, "Let Paper Work," *op. cit.*, 75:891-895 (May 15, 1950).

6. Margaret D. Uridge, "Interlibrary Loan Crisis," *Californian Librarian* 13:28, 49-50 (September 1951).

7. William A. Kozumplik, "Cutting Interlibrary Lending Costs," *PNLA Quarterly* 15:88-93 (January 1951).

8. Adapted from Margaret D. Uridge, "Labor Saving Form Aids Interlibrary Loan," *Library Journal* 76:1010-1011 (June 15, 1951).

9. For further pertinent and illuminating information relating to the interlibrary loan matters herein discussed, see the forthcoming (1952) October issue of *College and Research Libraries* for articles by James G. Hodgson (costs), Mary Lou Lucy (forms), Carl H. Melinat (practices), Walter W. Wright (Traditions).

Parker's last chapter can likely be considered the most vital: organization and the cost factor in the operation of such systems.

A prize must be given to Howard McGaw for a beautifully simple explanation of the workings of the marginal punched card. In addition, he carefully catalogs all of the commercial systems, and, as Parker does, gives good examples of actual installations. The theory of codes and coding, which may differ radically from machine operated systems, is very carefully explained, in a way that might be termed simple, for such matters.

Because of the subject matter, and with no reflection on the authors, McGaw's book is likely to be more popular because it will appeal to librarians and researchers with a great many smaller problems and small budgets. Even a costly machine operated system of punched cards may save a library many times the investment cost if it is intelligently applied. JOSEPH T. POPECKI



# Charging Books by Photography

Unfortunately, loaning books in a library is not a matter of giving them away. Careful record-keeping takes time that could be profitably spent in other work. Moreover, many libraries would like to analyze the reading patterns of its patrons to serve them better. Mr. Shaw presents the theoretical side of the photocharging process; Fr. Burke describes a variation on the theory as he details installation of the Remington-Rand Photocharger at Steubenville College.



## Photographic Charging in Scholarly Libraries

by **RALPH R. SHAW**  
*Librarian, U.S. Department of  
Agriculture*

Photographic charging in scholarly libraries requires procedures different from those for public libraries because scholarly libraries must be able to locate any book promptly and must, in many cases, maintain records of the publications on loan to borrowers of certain categories. Furthermore, scholarly libraries quite generally use call slips for charge records and this requires (in a photographic system) a camera capable of copying 3" x 5" call slips.

Scholarly libraries may be divided into two groups according to their loan desk practices:

- (1) Libraries in which it is customary to search the charge file before the call slip is sent to the shelves, and
- (2) Libraries in which call slips are sent directly to the shelves without preliminary searching of files.

These differences in practice do not appear to be related in any way to the size or type of library. Large and small university libraries, large and small college libraries, and specialized research collections of all types use either of these practices in accordance with the special conditions under which each operates.

. . . . .

In cases where it is necessary to search charge files, photographic charging can obviously not be used because it eliminates these files.

The large number of scholarly libraries which now send call slips directly to the shelves should be able to effect great savings in cost as well as more effective control and speedier service by the use of a Photocharger. The discussion and procedures which follow, therefore, refer only to this group.

It is difficult to generalize scholarly library charging practice because details vary greatly. Nevertheless, elements generally found in such charging systems include (a) a chronological record of materials out on loan, (b) a classified record of material on loan and (c) a record of books charged to each borrower at least in certain categories of borrowers, such as faculty or graduate students.

In most cases (a) and (b) are combined into one file either by filing the charges by call number under each date due (which requires searching under a number of dates) or by filing into a single file by call number with signals of various types for due dates. (This is sometimes done by use of

relatively costly punched cards of various types in place of date due signals.)

In addition books removed from stacks for use in the reading room are usually covered by a separate file for "room charges."

Thus current practice requires maintenance of three or four files, i.e., "room charges," a chronological file, a call number file and a borrower's file for certain classes of borrowers, as well as a special file (or shelf list record for long-term loans or indefinite loans). There is considerable time lag between the time when a book is removed from the shelf and the time when an appropriate charge card is filed in the appropriate file or files, so that it is not always possible to determine quickly where every book is. In general, the charging procedure in scholarly libraries entails much greater costs than are encountered in public library charging.

Photographic charging by the method outlined below should:

- (1) Effect greater savings in cost of charging.
- (2) Eliminate all filing of cards and slipping of books except for filing borrowers records when they are maintained.
- (3) Effect placement of books on the shelves immediately after return.
- (4) Provide an immediate report on the location of a book if it is not on the shelf.
- (5) Provide absolutely accurate charge records (mis-slipping and errors in copying numbers are eliminated).
- (6) Control short term loans and room charges as accurately as long-term loans—with a single procedure for all types of loans.
- (7) Eliminate the need for registering borrowers in those libraries which now do that. The bursars receipt or any similar identification will serve in place of registration.
- (8) Eliminate the need for book cards, if desired. Book pockets can be eliminated also.
- (9) Make studies of "who reads what" easy, as the photographic record contains all the information.
- (10) Make possible economical preparation of lists from the catalog—the camera will copy a catalog card as quickly and easily as a call slip.

## PHOTOCHARGING PROCEDURE

Supplies required are:

1. Call slips in duplicate with carboned back on first slip so that a carbon is made automatically.
2. Pre-numbered date-due slips identical with those commonly used in public libraries except for a serial number stamped on top.

### STEPS IN CHARGING

1. The borrower hands in the duplicate call slips.
2. Copies are sent to the stacks.
3. Page gets the book, putting one of the carbon copies of the call slip in its place. Use a dummy consisting of a strawboard the size of a book cover with a pocket to receive the carbon copy of the call slip. (If the book is not in its place, the page finds a charge there, copies the name of the borrower to whom it is charged on the call slip and returns all copies to the loan desk.)
4. Page sends book and remaining copy of call slip to loan desk.
5. Book is checked with call slip by loan assistant.
6. Assistant photographs call slip and appropriate date due slip together.
7. Put date due slip in pocket and gives book to borrower.
8. Files original in personal file if required or discards it.

• • • • •

## Evaluation by Photocharger

by REV. AMBROSE BURKE, t.o.r.  
*Librarian, The College of Steubenville*

• • • • •

In his article "Photographic Charging in Scholarly Libraries," Mr. Ralph Shaw puts the emphasis on applying the use of the photographic method to existing library routines. This paper is a record of our application of the photographic methods which Mr. Shaw has perfected. At the College of Steubenville the emphasis is on developing a technique for evaluating the use of the library.

In reading what follows, it will be helpful to follow the points of Mr. Shaw's article. Where they fit in, our variations can be interjected.



Let me outline our technique of evaluation. This evaluation has been underway since 1945. Originally it was based on self-charging and called the "Loretto Plan." It can be worked into any circulation system where some record is kept. The beginning in Steubenville was simple and inexpensive. "Loretto Plan" claims attention because it provides qualitative evaluation of circulation and justifies the use of more technological means of charging such as photo charging, punched cards, voice recording. These means can record and present many more items of information than were heretofore possible.

Basically, the "Loretto Plan" is founded on a classification system for the library clientele (faculty, students, etc.) that is adaptation of Dewey's classification of knowledge. It is this plus a set of symbols to classify the type of use to which library materials are put. The classification of the individual users of the library brings them into groups according to their subject specialty, class year, vocational objective, sex, and may cover any other significant aspects of scholarly pursuit.

An example of the significance of the use of library materials is knowing whether their use is the free choice of the student (either for recreation or for study) or whether the material is used in response to some requirement (and that in either major or other field).

The Plan can be used for the reference collection, reserve books, and in either open or closed stacks.

In contrast to Mr. Shaw's "Photographic Charging in Scholarly Libraries," the College of Steubenville practice does not use call slips and thus would be ruled out of profitable use of photocharging, according to his standards. However, no charge file is maintained, either chronological or classified. Eventually, there is a record of books charged to each borrower, but it is not useful on a current basis.

A comparison with Shaw's listing of ten advantages of photographic charging leads to these observations based on our experience:

1. The circulation load in a small college library alone is not enough to justify the cost of the machine. Savings in a larger library might be greater. Our cost accounting shows that photocharging costs .6 of a cent per charge.
2. Reserves in our library have special handling, though photocharging is used for them also.
3. The lack of call slips provides no means of immediate report on the location of a book not on the shelf. That flaw is becoming more evident in our present practice for a day student body of 500. Shaw's device of carbon call slips readily eliminates that flaw. In place of dummies pocketing the call slips for books in circulation, a pocket attached to the shelf might serve.
4. Accuracy depends on care of the part of the operator to get a clear picture.
5. We do not feel that we have worked out well enough the control of short terms loans and reserves.
6. While registering of borrowers can be eliminated, the "Loretto Plan" classification of borrowers makes it advisable. The library form is included with the registration forms as each new student matriculates.
7. We have eliminated book cards, but not the book pockets which are placed on the back cover. Beside the call number, author, title, and accession number, our book pockets have date of publication and checking squares.
8. The study of "who reads what" is our chief justification for the use of photocharging. This is the chief point of this paper.

9. The preparation of lists, based on photographing catalog cards is not feasible where the photocharger takes only one copy 3" x 3", as is the case with ours. It could be done with two pictures per card.

#### *Photocharging Procedure (Open Stacks)*

##### Supplies Required:

1. Registration forms.
2. Borrowers' cards.
3. Temporary identification slips (for record of room use).
4. Transaction cards (sometimes called T-cards). These are numbered in sequence and pre-dated. A different number sequence (say 4 or 5 figures) and variation of color of card is used for different circulation periods.
5. Borrowers' register (Alphabetical listing of patrons).

#### A. Circulating Books

1. Borrower hands book and borrower's card to circulation assistant.
2. T-card is placed in book pocket, borrower's card below transaction number.
3. Dial attached to photocharger is set to the symbol by which patron indicates the type of use. (See chart) (FR-Free choice for recreational reading, etc.)
4. Ensemble is photographed.

#### B. Books used in the library (including reference and bound magazines)

1. Temporary identification slips found in trays on the tables are filled out (including borrower's number).
2. Slip is left projecting from the book laid on the table. (Several may have used the same book).
3. Books are collected periodically by library staff members.
4. No T-card is used in photocharging. RU is the symbol dialed into the picture.
5. Date (representing scholastic year) is stamped upside down in checking square of book pocket.

#### C. Returning Books

1. Remove T-Card and drop in designated place.
2. Stamp date (indicating scholastic



year) in checking square on book pocket.

3. Place book for shelving.
4. Once a week file returned T-cards by transaction number. Books fall due only one day in the week (Friday).
5. Make overdue notices for books covered by transaction numbers that are missing. A record is kept of the transaction numbers for each date-due period.

#### "WHO READS WHAT"

##### I. Student Cooperation

This description and exposition can very well appear quite complicated. How do we avoid frightening the student? The first concern of the library is service. We subjugate evaluation to service. Quite obviously, the results are not 100 per cent as far as completeness of records is concerned, especially with regard to room use. Having set up the machinery, we carry on what program of education we can through freshman orientation (one hour semester course, with 4-5 lectures devoted to library use) and by personal contact in the library. Posters and notices on the tables keep the procedures before the students.

##### II. Faculty and Administration Interest

A major concern of the Faculty Committee on the Library is to integrate library use into teaching and learning in the college. Evaluat-



ing the use of the library is an important help in this. The statistics already assembled have been useful. In the annual report of the librarian to the President, a summary based on semesters is presented to show, not only the total number of books used, but also the number of loans in each department of instruction (Library of Congress classification is reduced to about 12 categories as exemplified by a tabulation sheet). The percentage of increase or decrease in relation to previous years is also shown.

### III. Behind the Scenes

#### A. Supplies and equipment

1. Circulation Record
2. Sorting form of kraft paper (1' x 3')
3. Holder for taping photocharges after sorting.
4. Individual folders (3" x 5", cut from folders for storing checks)
5. Tabulation sheets (8½" x 11") (Sample)
6. Calculating machine.

#### B. Procedure

1. Having only one due date per week makes it necessary to develop the 8-charge strips of photographic paper only once a week. Student assistants do the developing. Bulk circulation statistics are recorded immediately in the usual circulation record book. Only divisions for faculty and students are made.
2. When a suitable amount (those for one semester) of the photocharge strips has been accumulated, they are cut into the individual charges, sorted into lots corresponding to classification groups of library patrons, further sorted on a form divided into the elements to go onto the tabulation sheet, and finally reduced to the record for an individual.
3. Photocharges for an individual's semester record are put into a holder. (A curved metal ruler attached to heavy poster board makes a good holder. Up to 24 charges can be anchored to 4 inches of scotch tape.)
4. Assembled photocharges are filed in the 3" x 5" folders. The arrangement of the folders is by borrowers' classification number. (See picture of tray.)

5. Tabulation of the photocharges will bring out as many facts as the library wishes to analyze. In a large system punched cards would be advantageous, and probably the best method. The charging procedure shows the types of use tabulated. (See chart) The fields of instruction will determine the subject classification. Related grouping of borrowers fixes the number of individuals gathered together.

6. One designation is still unexplained. That is the C and N division of each classification. That tabulation is obtained from the publication date typed in parenthesis following the work mark on the book pocket. C is Current (published within the last three years). N is non-current. This information in the tabulation is linked to weeding the collection and may be used to evaluate a theory of the obsolescence of books proposed by Dr. Charles Gosnell, librarian of the state of New York.

### OBSERVATIONS:

Some observations not apparent in the explanation above are here noted.

Any record going into photographic charging must be in ink or otherwise of good photographic contrast. Colors cannot be a basis of designation or symbolism. Pencil is not satisfactory, but a carbon copy may be.

One of the problems in giving significance to the evaluation records in the college is the fluctuation of enrollment and the charges students make in their choice of major field study. A close tie-up between the library and the Dean's Office for exchange of that information is helpful.

The operation of the library is not complete unless there is a record of the things in which it fails. Request slips to be filled out by the students when they do not find what they want, can serve as that record. At the same time the information will guide the librarian in selecting books and in filling in gaps in periodical holdings.

At the College of Steubenville we have conducted an experiment in photocharging for taking inventory in the library. That experience may serve later as the basis of a useful report.

Editor's note: Another description of evaluative use of circulation records is to be found in the section of this issue on Applications of Punched Cards, page 54.



| FUND      |         |              |      | LOCATION  |        |  |  | REC'D AS       |  |  |  |
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| A99-96    |         |              |      | Education |        |  |  | Purchase       |  |  |  |
| Quarterly |         |              |      | Education |        |  |  | ADDED COPY ( ) |  |  |  |
| YEAR (S)  | VOL (S) | INVOICE DATE | COST | ORDER NO. | SOURCE |  |  |                |  |  |  |
| 1952      |         | 10/5/51      | 5.00 | L7761     | Faxon  |  |  |                |  |  |  |

CATHOLIC UNIVERSITY LIBRARY

SERIAL CONTROL RECORD

An example of the edge-notched card used as a serial purchase and control record at Catholic University of America Library. About a dozen kinds of information can be correlated from a single card.

## Library Applications of Punched Cards

### Finding Ideas in Small Libraries

by WILLIAM DANKER

*Evans Research and Development Corporation*

Human memory, superb instrument that it is, is being taxed severely in selecting, storing, and dispensing the ever-growing treasure of information in a complex world. Libraries and personal files may hold a great deal of useful information but the larger they become, the more difficult it is to mobilize this information for students and investigators, especially those working in the physical and social sciences. Punched cards and the improved coding systems that they employ are stimulating a new interest in and appreciation of libraries by making it simpler to locate needed information rapidly. Previously, the reader was dependent upon the title to locate possible sources of information on any subject. As the collections grew it was necessary to group books by what were then the main fields of knowledge. Classification systems allowed further subdivisions and thus greatly de-

creased the number of sources that had to be scanned for specific information.

The principle of classification by field of knowledge or by any artificial grouping now is being challenged by increasing interpenetration and overlapping of the traditional fields of knowledge, i.e., of science and art, of economics and history, of mathematics and philosophy. Such groupings were simple and useful when the fields of knowledge were developing independently, and usually an investigator could confine his search to one or two fields. But now as the gaps between fields of knowledge become narrower, it is frequently necessary to consult several fields or subfields lest some related fact be overlooked. Thus any classification system has its disadvantages.

Librarians have made the best of conventional classifications by the use of duplicate catalog cards filed under the several subject

headings. Nevertheless the investigator must extend his search to several parts of the collection to find the answer to an inquiry. In seeking a solution, librarians and investigators both have found that what is wanted from a library is the facts, the ideas it contains, and not the books, pamphlets, or articles. So they now are asking why not index by content instead of by title. This appears to make the problem even more complicated because if even five basic ideas in an article have to be indexed, the index itself would be lengthened and thus the search lengthens. This is where punched cards come to the rescue. With punched cards it is possible to index several ideas or facts on one card giving access to the content from the several points of impact.

### Design of Punched Cards

The design of punched cards as well as improved coding methods developed for them have been equally important in their success. Two types of punched cards are now in use. One type has holes pre-punched along its edges (e.g., Keysort cards). The other may have holes punched over the entire surface (e.g. I.B.M. cards). Several varieties of each type are available. The edge-punched cards do not require expensive machine equipment to operate, and have been used more extensively for literature searches. These cards are made in Standard sizes up to 8 x 10½ inches with holes on each side. A single card may be used for each piece of literature. A description, such as an abstract of the article, a picture, or microfilm, may be placed on the face of the card.

### Preparation of Cards for Filing

For filing purposes, idea-words, which are keys to the contents, are coded and the code assigned to a punching pattern that is unique for that article. This pattern then is used as a guide in opening some of the pre-punched holes on the edges of the card. After these holes have been opened, the cards can be separated from others of a collection by means of simple sorting tools similar to a knitting needle. The needle is passed through the deck of cards at each of the coded positions, the deck is ruffled and the desired cards fall away from the rest. This procedure is repeated for each hole designated by the code. When a collection grows to several hundred in size, mechan-

ical sorters may be obtained for some of the standard systems. These sorters speed the operation considerably.

### Setting Up a Punched Card File

Setting up a punched card file for either a large or a small collection involves several major activities each of which must be considered carefully in order to give the best service for the least expense. These steps are:

1. Scan the article for important ideas.
2. Select appropriate idea words, or *descriptors* for each important idea or concept.
3. Assign a punching pattern to each idea word.
4. Punch the code pattern into the card.
5. Transfer important information to the card.

In setting up a punched card system it has been found profitable to make a preliminary analysis of a typical portion of the collection, and preferably a trial run in preparing cards for that part of the collection. Such an analysis will demonstrate the importance of a good set of idea words.\* This operation is very similar to abstracting. Many of the most important fields of science and many fields of business have abstracting services for all new publications in the field. Such abstracts are condensations of the facts and ideas expressed in the article. Punched card systems require even further condensation. Abstracting is a highly developed skill and has been a boon to searchers. Some knowledge of the methods used

#### \*Editor's note:

There is a quite remarkable difference between subject cataloging as used today and the use of descriptors or "idea words" to properly define the ideas in an article, or a book. Subject headings require a proper language all their own with which the user must become familiar—with all its divisions and subdivisions. Descriptors enable the use of simple every day words that are easily learned and which may be combined in endless varieties to give a very specific meaning. This is possible because a single card can hold all the descriptors in coded form, whereas the set of catalog cards for a given item is scattered alphabetically throughout the catalog.

by abstractors and indexers has been found to be very helpful in preparing a punched card file.

**Idea words**, developed in the preliminary analysis may prove to be adequate, with but few additions, to describe all the other articles in the collection. These idea words or descriptors should be comprehensive. Soule<sup>1</sup> has shown, for example, that more than 35 terms may be used to describe the place to live, such as house, home, and dwelling. Investigators in many fields are developing such lists of terms. One group has made a start in preparing a list for all sciences.<sup>2</sup> For special purpose files, such as company files, or a file for a single survey, the number of terms of variables be relatively few. Then it is possible to use cards that have these key terms printed on them. Each hole then is used for a particular part of the information exclusively, e.g., melting point, or date, or city. The use of such cards is limited, however, and they cannot be applied to general collections.

**Coding descriptors** for punching positions is another critical phase in setting up a collection of punched cards. Upon the code depends, for example, the number of cards needed for each literature unit—one card would be ideal. Systems using exclusive fields for coding have their limitations in this respect; that is, once the fields have been assigned, no new type of information can be added without changing all the cards. A second limitation of card systems with exclusive fields is that the cards must be returned to a certain order after each sorting. Both these disadvantages are overcome by using random superimposed codes.

### Random Superimposed Codes

For such systems cards printed without exclusive subfields are used. A single series of numbers or letters is printed on the edge of the card and each new article added to a collection is assigned a new pattern of several holes. These patterns are chosen at random. The cards need never to be placed in a special order but can be sorted from any order.

One system, for example, uses numbers of from 0-40 on its edge.<sup>3</sup> For the 40 positions it is possible to have a total of over 90,000 descriptors and  $10^m$  combinations of them. The system frequently has been used

for collections of 20,000 cards. Up to seven descriptors can be used for each card. Simple mechanical equipment is available with which a clerk can sort as many as 500 cards a minute. Other systems have used successfully alphabetic codes of four to six letters. Such codes have an advantage in that they can be abbreviations of descriptors or idea words.<sup>4</sup>

The most expensive part of the system is transfer of the information to the card. However, both systems can be easily used by unskilled help once descriptors are selected by the abstractor. An hour or two is said to suffice to train a clerk. Clerk time per card has been estimated to cost 25¢ per card and abstractor time up to \$1.75. Both will vary with individual titles. With manually-operated equipment, an operator can code all four sides of a 5 x 8 inch card at a rate of about 180 cards an hour. It can readily be seen how important it is to keep the number of holes to be punched to a minimum. Proper coding is very important in this respect.

Progress is also being made on the machine side of speeding literature searches. It is likely that mechanical sorters will yield to electronic ones in the future. The Rapid Selector is one of the first electronic types built especially for bibliographic work.<sup>5</sup> It uses microfilm split vertically into two halves. One half is used for code, the other for an abstract. The code field consists of a block of 36 squares that can be arranged in various patterns to represent a large number of ideas. When an interrogator card is punched for the desired group of ideas, all negatives of that code pattern interrupt the light from a photocell and activate a camera to photograph the accompanying abstract on a second film. IBM has built the prototype of another electronic machine, which scans a group of punched cards that have a very large variety of ideas punched in them.

The development of a meaningful thought units is as important to machine methods as it is to manual methods and the development of a good code for each thought unit for machine use is even more essential. Perhaps in the future we shall find a universal symbolism that will bridge even language gaps and allow similar thought units to be selected by a universal symbol code. Suggestive parallels here are the universal symbols for chemical elements and compounds,

and for botanical genera and species. In the meantime individuals and groups of workers will have to develop idea words for searchers. Through cooperative effort of interested groups in allied fields of knowledge a uniform idea terminology could be developed and universally applied for the maximum utilization of our stores of knowledge.

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## Circulation, Time-Saving and Evaluating by Punch Cards

by JOSEPH BENSON, Assistant Librarian  
WRIGHT JUNIOR COLLEGE

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| CHICAGO CITY JR. COLLEGE LIBRARY  |  |  |  |  |  | ASSIGNED READING <input type="checkbox"/>   |  |  |  |  |  |
| CHECK AND DEPARTMENT FOR WHICH BOOK WILL BE USED.   |  |  |  |  |  | OPTIONAL READING <input type="checkbox"/>   |  |  |  |  |  |
|   |  |  |  |  |  | RECREATIONAL READING <input type="checkbox"/>   |  |  |  |  |  |
| <input type="checkbox"/> ADULT EDUCATION<br><input type="checkbox"/> ART, ARCHITECTURE & ENGR. DRAWING<br><input type="checkbox"/> BIOLOGICAL SCIENCES<br><input type="checkbox"/> BUSINESS<br><input type="checkbox"/> COUNSELING<br><input type="checkbox"/> ENGLISH<br><input type="checkbox"/> HUMANITIES |  |  |  |  |  | MATHEMATICS <input type="checkbox"/><br>MODERN LANGUAGES <input type="checkbox"/><br>MUSIC <input type="checkbox"/><br>PHYSICAL SCIENCE <input type="checkbox"/><br>SOCIAL STUDIES <input type="checkbox"/><br>PHYSICAL EDUCATION <input type="checkbox"/><br>1ST 2ND F |  |  |  |  |  |
| BORROWER'S SIGNATURE  |  |  |  |  |  |   |  |  |  |  |  |
| PRINT ADDRESS   |  |  |  |  |  |   |  |  |  |  |  |
| AB C DE FG HIJ KL M NOP QR S TUV  |  |  |  |  |  |   |  |  |  |  |  |

Marginal punched circulation cards have resolved two major difficulties inherent in our previous circulation system at Wright Junior College Library. Under that system, handling overdue charges was consuming an inordinate amount of clerical time; and, since several separate circulation files were required, reporting the location of a book efficiently was impossible.

We had already abandoned a two card system for a single charge card having a date tab at the top and filed by class number. Finding overdue charges required hand

searching of the file. Our second problem stemmed directly from the first. The excessive time expended in finding overdues precluded placing other than current charges in the main circulation file. All location charges, as well as a duplicate alphabetical faculty charge file, were kept separate. Use of marginal punch circulation cards was begun with the opening of school this Fall.

Due dates are punched into the margin of our new charge cards and the slotted cards fall when the appropriate hole is needed. It is apparent even this early that the time required for handling overdues has been much reduced. It was desirable to limit the holes used for coding overdues since we needed the remaining holes for other purposes. Following the practice of several other libraries, therefore, we designated A,B,C, and D weeks to which dates are assigned arbitrarily, notices being sent on Monday, Wednesday, and Friday. After the D week holes are utilized A week is re-assigned.

The facility with which the entire file can be needed, not only tremendously speeds up the finding of overdue charges, but will allow the previously-separate location files and duplicate faculty file to be added to the main file. The location charge cards, differing in color from regular charge cards, are punched to indicate reserve book room, room use shelf, storage room, and bindery. A twelve hole alphabetic code permits finding of faculty charges for 200 individual faculty members. Thus, all circulation files have been brought together in one file.

Statistical data, representing the academic departments and kind of use made of the book, are also punched into the margin of



the card. These figures allow us to show the several departments the amount and kind of use of the library made in their areas. We have already proved the usefulness of collecting this kind of data under our superseded circulation system, finding such figures helpful in allocating funds, in evaluating services, and in predicting future needs. It is extremely helpful to be able to quote statistics to support a point when a department demands an undue share of the book budget. Actual count of the statistics will be made after the book has been discharged, permitting a maximum number of cards to be needed at one time. The resulting packs of cards will be large enough for an estimate to be made with a foot rule, eliminating in most divisions the necessity for hand counting.

We do not anticipate, at the present time, making studies of individual student reading, but punched cards can, of course, be adapted for such a purpose. We have six unassigned

holes which can be utilized to fulfill future needs.

Punched cards cost slightly less when bought in large quantities, than the date-tabbed cards formerly used. Our  $3\frac{1}{4}$  by 5 inch cards cost a little less than four dollars a thousand, and charges for punches, needles, and sorting trays are nominal. Cards are pre-grooved wherever possible.

Planning our system involved a preliminary study of the literature, correspondence with libraries using punched cards, a visit to a local library using punched cards, some contemplation in a chaise lounge at an Adirondack lake, and a number of conferences with a representative of the manufacturer. We expect a much more efficient circulation system and better library service through the use of punched cards. A mechanical system is capable of considerable flexibility, an adaptability we shall exploit as new needs arise and new solutions are called for.

## Reproducing Catalog Cards and Library Forms

Probably no mechanical problem is as universally present in libraries today as that of catalog card reproduction. The two articles below give two sides of the picture: the theoretical consideration of reproduction is considered first; next, one library's practical solution to the card problem is described. Perhaps you will find the solution to your own problems in these two articles.

- Economic and Mechanical
- Factors in the Reproduction
- of Catalog Cards and Forms

by Joseph T. Popecki

To the librarian, who is probably the most budget-conscious of all people, the first thought on the subject of card production might be: "Why bother to reproduce cards at all?" If commercial facilities and inter-library cooperation were at the ideal of perfection, the whole consideration of the problem might well end right there. As a matter of fact, hardly a day passes when the librarian, regardless of the size of his library does not balance in his mind the cost of reproducing cards by simple typing against some other form of reproduction.

To begin the story, there are many fine printed catalog cards available today to the

nation's libraries; probably the Library of Congress cards and the Wilson cards are among the best known and both types are sold at a reasonable price considering the costs of reproduction, professional work and distribution. Depending on the library under consideration, one must judge the ability of such services to satisfy needs; the general or standardized collection of books presents few problems in securing commercially printed cards of sufficient professional and technical quality. But as soon as a book collection becomes in some degree specialized, or unusual by reason of the character of the books, then printed cards fail to supply the needs of the library.



There are other factors, too, which make the consideration of card reproduction appealing: many libraries are justly concerned with the immediate use of most of their books and cannot afford to wait from days to weeks for printed cards to be received by mail; this is particularly true in technical and research libraries concerned with timely materials. A little observation and testing will also prove that when data necessary to properly catalog a book is readily available, either in the skill of a trained cataloger, or in the form of a printed catalog such as the Library of Congress Author Catalog, the cost of reproducing cards by some near-print method is much cheaper than commercially printed cards. The not-so-obvious secret of such low cost is twofold: first, the clerical costs of ordering cards, even by the simplest methods come close to the same amount of work involved in the typing of a duplicator stencil; the library which reproduces its own cards does not have the tremendous overhead of distribution which makes up the bulk of printed card cost.

Even the library not well endowed with professional cataloging talent is not excluded from the economic and service benefits of card reproduction. There is a source of technical data for cataloging of a large percentage of any library's books that is low-cost and ethical to reproduce. The Library of Congress prints copy of its own cataloging in two readily available forms: the very up-to-date "proof-sheets" and the cumulative *Author Catalog*. Either or both of these tools costs less per year than a couple of weeks salary for any staff member; in addition, being a government publication, the printed catalog cards (and every other form of their reproduction by the government) are public property, intended for public use and not limited by any form of copyright. While it does not publicly encourage the practice, the Library of Congress does not object to the attempt of any library to lower the cost of its own card production by using bibliographic data which the Library readily supplies.

Every day, libraries of every type are recognizing the stark reality that they can continue to give adequate service at a reasonable cost only through interlibrary cooperation in acquisition, storage, loan, and not the least in cataloging and classifying books. Such cooperation can be built on geographic location, field of interest, or other common

problems. In any such cooperation, whether it involves two or two dozen libraries, the local reproduction of bibliographic data is essential if such a system is to function.

## REPRODUCING EQUIPMENT

For most people, the casual glance at the price of duplicating equipment would seem to offset the saving of time and money involved in card reproduction. It is true that some office-type reproducing equipment does cost as much as \$3,000. However, if one keeps in mind the essential physical requirements in a catalog card, it is necessary only to preserve the canons of neatness and readability. While it is esthetically pleasing, the catalog card should not be considered a candidate for the year's best example of printing art.

When the niceties of type ingenuity and perfect impression are lightly regarded, the problem of price recedes. As a matter of fact, some of the most expensive duplicating machines are least suited to card reproduction. The accompanying illustration shows one of a family of hand-type stencil machines of postcard size. It costs about eleven dollars and, with care, will turn out a most acceptable catalog card or other small library form, such as overdue notices, charge cards, memo cards and the like. In the following article, the Rev. Gilbert C. Peterson, S.J., gives a practical example of the successful use of a very inexpensive machine, with good results, in a library of moderate size and means.

Two main considerations should be uppermost in reproducing cards. First, what type of machine is most suitable in general, and secondly, the economical procurement of stencils. The most widely used form of near-print reproduction in use in non-commercial work is the stencil type of duplicator. By the use of the type key, or a stylus, the surface of the stencil is pushed aside to leave only the tissue base that allows ink to be forced through the opening. The A. B. Dick Mimeograph<sup>®</sup> has become a symbol for this kind of reproduction as Kodak has come to represent cameras. It is, however, only one of dozens of machines of its kind which vary in quality and versatility, usually, but not always, in direct ratio to the capital investment. There is the hand type of duplicator already mentioned; the most common rotary type varies in versatility and

ease of use with such innovations as improved automatic feeding devices, automatic inking, etc. Sometimes the innovations are a help, but many times hinder the low cost production of cards in short runs and in comparatively low quantity. Sometimes hand feeding and hand-inking are an asset to economy in this kind of reproduction. A machine built to normally ink a legal size stencil will sometimes waste much ink and cause other mechanical problems when a postcard-size stencil is all that is needed. Many large and expensive machines are almost impossible to adapt successfully to the constant use of small stencils and some manufacturers will not supply such a stencil.

Another type of duplicator is the spirit type that uses a special paper "master" or stencil that works like close relative of the lithoprinting process. Until recently it was not considered satisfactory for card reproduction because of the fact that it would reproduce in nearly any color except black. However, a good many of such duplicators are now available which print in a non-fading black "ink" and so must be considered among the card-size reproducers if they offer a suitable-sized stencil or master.

The Multilith<sup>®</sup>, best known of litho-type reproducers, has features which make it the best and worst machine for card reproduction. It can do the most faithful reproduction, depending on the machine which produced its stencil, or master; good work on this machine is difficult to distinguish from professional lithography. However, the Multilith functions best when it is in constant use and does not take kindly to sporadic, short-term use. It would be ideal in high volume cooperative ventures which could keep it active all day and offset its high first cost. The stencils are inexpensive, varying in cost from two to six cents, but if the duplicating need is small and intermittent, it is scarcely a suitable solution.

There is little difficulty in securing stencils or masters for spirit or litho duplicators; most manufacturers supply them readily because they are relatively easy and inexpensive to make. The stencil duplicator of the Mimeograph<sup>®</sup> type presents another problem. Many duplicator manufacturers offer stencils in postcard size (which is a satisfactory type) but often at a prohibitive cost. Many times the stencil manufacturer himself will produce a small stencil for a variety of

machines at a reasonable cost if a large enough quantity is purchased. The Heyer Corporation of Chicago, which produces a small hand-type duplicator, sells stencils for its machine at a little over seven cents each in small quantities. With an order of about 25,000 such stencils, they could be delivered at less than half that cost per unit. Here the solution seems to be cooperative buying by several libraries; this arrangement, on a city-wide basis, for example, would not be as difficult as might be imagined.

Some of the older Dick machines, built expressly for card reproduction, using a clamp to fasten the stencil without a paper "header" can utilize stencils cut from legal size stencils imprinted with 3" x 5" card areas. Such an arrangement cuts the stencil cost to as little as 2½¢ per unit. Most libraries which have experimented with stencil reproduction of cards have found that when three or more copies of cards are needed, that stencil-typing and reproduction is as cheap or much cheaper than typing cards and often much cheaper and quicker than printed cards.

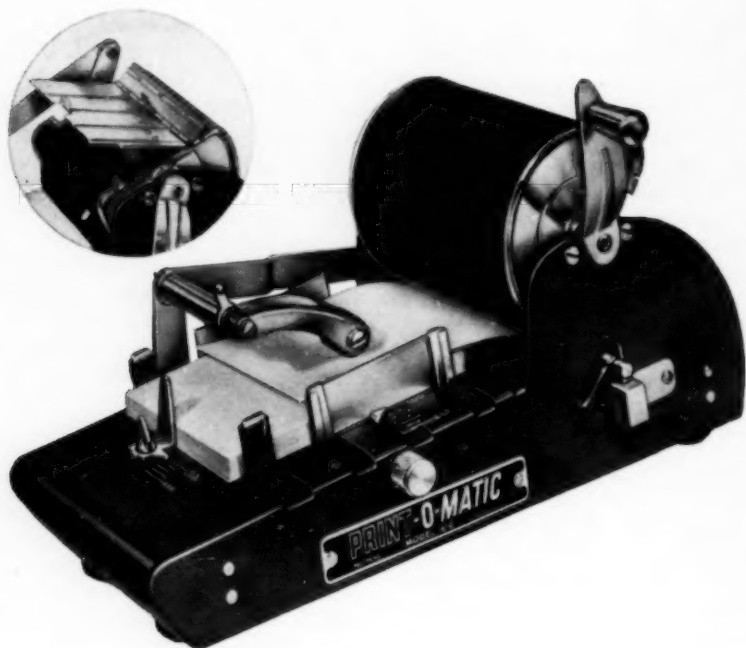
All in all, careful planning of a card reproduction process is quite appealing: it can result in economies in time, materials, and labor, as well as quicker and better service to the library patron, even in the small library.

## Catalog Card Reproduction at St. Mary's College

|               |   |
|---------------|---|
| 348.3<br>R261 | Regatillo, Eduardo Fernández, 1882-<br>Ius sacramentarium. Santander, Sal Terrae,<br>1945-46. |
|               | 2 v. diagrs. 25 cm. (Bibliotheca Comil-<br>lenis)<br>Includes bibliographies.                 |
|               | 1. Sacraments (Canon law) 2. Sacramentals<br>(Canon law) I. Title.                            |
|               | K5T4C 52-138  |

by REV. GILBERT C. PETERSON, s.j.  
LIBRARIAN, ST. MARY'S COL-  
LEGE, ST. MARY'S, KANSAS

The Library of Congress gets only about one-fifth of its annual accessions from books and pamphlets received for copyright. For the greater part of this material, printed cata-



log cards are made. To college, university and seminary libraries, however, a large part of this one-fifth is of very little or no value. The remaining four-fifths comes from gifts of special collections, from exchange of government and state documents, and from selected purchases in this country and elsewhere. Selected, because literally and legally the Library of Congress is just what its name declares, not a national library, and its main interest is therefore rightfully in the fields of history and the social sciences. Consequently a vast area is left in which the Library is not primarily interested. The result is a lack of printed cards in several fields which are vital to the college, university and seminary library.

Proving its worth currently in these fields is the Farmington Plan of cooperation between university libraries and the Library of Congress to provide, in this country, and to catalog at least one copy of every obtainable foreign book of reference value. Yet, at the present time, even the Farmington Plan is not sufficient. I cannot speak from experience in a college or university library, but fourteen years spent in a major seminary library, ten of them professionally, have amply demonstrated the need for a method of card reproduction other than typing in the library itself.

Like the university library, the major seminary library aspires, or should aspire, to be largely a reference library. This calls for a large number of erudite general works and monographs in the field of theology and its cognate branches. These works still come in the main from Europe, particularly the Continent, and in no great number of copies. All too frequently the Library of Congress receives insufficient requests for printed cards to justify asking a contributing library for cooperative cataloging copy, let alone the purchase of the book. Hence the lack of printed cards in spite of the Farmington Plan and occasional purchases by the Library of Congress. Less learned and popular works must also be acquired by the seminary library, since the whole clientele has to be kept in mind, as well as the type of book needed for each phase of seminary training. For these books, printed cards are more readily available, since a good proportion of them originate in this country or are issued in an American edition. For such books, particularly in some categories, brief cataloging and typed cards may well suffice.

But for books of reference, seminar or thesis value, full cataloging would seem to be in order. This calls for a fuller card, more tracings. (My recommendations are directed only to those libraries doing, or wish-

The Heyer Portable Printer, which sells for about \$10.95, is a hand type duplicator that can be used like a rubber stamp, even at the catalogers desk.



ing to do, full cataloging; they lose much of their point, perhaps all of it, when applied to brief cataloging.) Typing of individual cards becomes burdensome, and the backlog that casts its black shadow over every library increases. In our library, I have no full-time clerical help. Student help is limited by its nature; such work has to be checked, and the saturation point is soon reached if one's own work is not to be neglected. For these reasons, we have found the stencil and the duplicator the answer to our problem.

With the shelf number typed on the stencil, there is even less typing than on printed cards. We have made no close cost study. But considering the cost of stencil, card stock, ink and pro-rated cost of the duplicator, and excluding for the moment typing time, I roughly figure a set of five cards, by way of example, as costing us twelve cents. A five-card set of printed cards ordered by stock number costs twenty cents; by author and title, twenty-four cents. A set of five typed cards, with full cataloging, could scarcely be done for less. Typing the stencil takes no more time than typing the main card. The operation of the duplicator should take less time than typing three additional entry cards and one shelf list card.

At the date of writing these lines, I have used only one type of duplicator—the Print-O-Matic<sup>†</sup>. This little machine looks like a toy, which is exactly, I have been told, what it originally was. In its current, improved model, however, it does excellent work, as the accompanying cut of a card shows. It will print stock from 3" x 5" to 4" to 6".

The current cost of the machine is \$10.95, which includes an initial supply of ink, stencils, ink pads, writing plate and stylus. Additional stencils cost \$1.65 a quire or 7.7 cents each. These have well-marked guide lines so that it is easy to establish a

permanent typing area and margins. Before typing it is well to place a card over the typing area, and with a bit of talcum powder mark the place of the rod hole. If Print-O-Matic<sup>†</sup> ink has not changed from what it was when we started using their duplicator, I do recommend it. On card stock it never really dried. Smears from catalog use were common. We now use Speed-O-Print<sup>†</sup> Fast Drying Ink (regular; their Contac Dri<sup>†</sup> ink will corrode the ordinary drum). This ink is free flowing and dries quickly, even on the best card stock (i.e., high rag content). Ordinary handling will not smear it later. A gooseneck brush is recommended for inking the drum.

Print-O-Matic has one drawback. The perforations in the drum do not cover enough area to ink the stencil completely to the bottom of a 3" x 5" card, and the feeding area is adjustable from the end and one side only. This difficulty was easily overcome by building out from the guide posts on the non-movable side with glued strips of cardboard till the desired position was reached.

Of better, sturdier make, and costing about twice as much, is Speed-O-Print's<sup>†</sup> new Liberator Model 50. This duplicator costs \$29.50, plus excise tax; the supply kit, not included in the original price, is \$6.60 extra. Printing can be done on a sheet from 3" x 5" to 6 by 9½ inches. The stencils are priced at \$1.75 a quire, so that compared with the smaller stencils of the Print-O-Matic,<sup>†</sup> there is no waste in the larger size. Cards can be centered, since the feeding area is adjustable from both sides, and only that part of the drum immediately under the typing on the stencil needs inking.



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If no other model of card duplicator is mentioned here, it is because the writer does not know of it or has had no experience with any other than the two discussed above.

By way of justifying the second part of the assigned title of these observations, I need only to say that once you have the duplicator, there is no difficulty about "other library forms." In our library, so far, with the smaller duplicator, we have limited ourselves to processing slips and order forms, with occasional acts of charity for other departments.

For the reasons given above, card reproduction by duplicator in our own library has proved worthwhile. The same problems no doubt exist in other libraries. Perhaps these lines may help some of them to decide to replace typing with machine duplication, whenever full cataloging is needed. The cost, all factors considered, compares favorably, in the opinion of the writer, with the cost of typed cards. The chance of typing errors is eliminated on all but the stencil. A more even, better looking card results. I do not, however, advocate cards made on a duplicator when printed cards are available. These have always been, and still are, superior.

Editor's Note: St. Mary of the Lake Seminary Library, Mundelein, Ill., has also used a stencil duplicator in preparing catalog cards for their own catalog and for supplying copy to the Union Catalog. They use a machine and supplies purchased from Technygraph Company, Techny, Ill. The Duplicard<sup>®</sup> machine is a rotary machine printing copy from 3" x 5" to 4" x 6". Stencils for this machine, as well as others of post card size, are \$1.75 per quire. Admiral<sup>®</sup> ink from this supplier is especially prepared not to smudge in use. Two additional machines have proved satisfactory: Cardmaster<sup>®</sup> (1920 W. Sunnyside, Chicago) and the Gem<sup>®</sup> (Bond Equipment Co., St. Louis).

The A. B. Dick Company, Chicago, supplies stubless stencils (no. 1289) 7-1/8" x 2-13/16", at \$27 per 1,000, or 2.7 cents each.



Begins on page 38

many more not included. If we are just another library club we had better save our money and our time.

The only justification for our existence lies in the first word of our corporate name. "Libraries" and "Association" organization in our economy are only means to an end not encompassed in the other Associations, the sanctification of those who read. Our end product is not reading, but the formation of souls for heaven. Our Lord conditioned freedom on knowing the truth. It is the mission of the Catholic librarian to make the truth available, leading not to temporal or political freedom, but the freedom of the saints called sanctity. The kingdom of God is like leaven hidden, like salt which permeates its environment. Here is our only excuse for being. Whether it is worth the cost is a problem each of you has faced when you approved for payment your new membership and Index statements.

In this monthly column we shall try to bring you news of the Association, its problems and its achievements. If the salt sometimes touches raw tissue we are sorry, but, as I write, I feel an unalterable hope that the achievements we shall be able to record will repay the cost. But this will be only in the proportion that each member takes up his share in Association tasks, not only financial payments, but in the "second mile" of personal effort and faith in Association objectives which will win new members, new advertising and new cooperation.

JEANNETTE MURPHY LYNN

## CATHOLIC BOOK WEEK: Some Preliminary Plans

REV. VINCENT T. MALLON, M.M.

Since their inception eleven years ago, Catholic Book Weeks have met with mixed success. Some years the publishers patted librarians on the back for their excellent work on publicity. Other years saw librarians making excuses for a miserable showing. There probably were many good reasons why some Book Weeks succeeded and others failed, reasons that involved personalities, and finances. But perhaps the most valid reason for failure, and the reason why successful Weeks were not greater successes lies in this fact that there was little, if any, continuity of supervision and direction. The chairman changed from year to year and his experience went out of office with him.

With the change of chairmen there was also a continual change of address for Catholic Book Week headquarters. This resulted in confusion for the publishers and in despair for many librarians. There is reason, then, for the loss of faith some have expressed in the ability of the Catholic Library Association to run a successful Book Week, and it will not be surprising if it takes the Association a few years to regain the confidence it has lost. But we hope that this year will mark the return of many faithful supporters to the fold.

We feel that many will give Catholic Book Week another try when they hear that it has been re-organized, that there will be a permanent address and to all effects a con-

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tinuing chairman. Since the new Executive Secretary was relieved of the burden of the Periodical Index, it is possible for her to assume an active role in Book Week proceedings. We may choose a different national chairman every year, but to all intents and purposes she will be the chairman. Her files will contain a complete record of Book Weeks as they come and go, a mine of information for the years to come. The Book Week address for orders and for correspondence of all types will be the address of the Catholic Library Association. It is to be hoped that the result of placing of responsibility for Book Week at C.L.A. headquarters will be a renewal of interest and cooperation among librarians and publishers alike.

Now for a few words on plans for this year. As members of the Catholic Library Association, you do not need a pep talk on the urgency for reading that reflects Catholic principles. Your salary is not so large that you would remain in library work without the sense of mission you evidently have. You know how effective literature can be in promoting a cause, if only because you have seen the Reds use it with such terrifying success. You know that a virile Catholic literature is essential to the growth of the Church in America. You know this and that is why you have made it your job to bring this literature to Americans. This is your day in day out job. But once a year we librarians make a special effort to publicize our product. This effort is Catholic Book Week, a concerted drive to attract more people to make Catholic thought their own. It will run from February 22 to 28, 1953.

As **Catholic librarians** we don't care where readers get their books, whether from the bookstore, as a gift, or over our own circulation counters. Our primary aim is to get them to read the books. But in order to get people to read we have to do two things: 1) arouse their interest; 2) make the books available when their interest is keen. To achieve this double purpose becomes our special apostolate during Catholic Book Week.

**National publicity** poured over billboards and newspapers is the great American secret of selling. Catholic Book Week too, if it had the funds, could undoubtedly use a colossal national publicity campaign with ef-

fect. Obviously the funds necessary for such a campaign are not available. National publicity will have to be limited to what free space can be secured through news releases in the Catholic and secular press, and to a few articles in magazines of small circulation. Book Week's most effective publicity will have to be, therefore, on less than the national scale, it will be the *local* publicity. And that means that the burden of responsibility for Catholic Book Week will fall on the individual unit chairmen.

The **National Committee** for Catholic Book Week will do its best to help out. A book week kit is being prepared especially for the use of diverse libraries. The contents will be different from previous years. In the first place there will be no book jackets included. There is no reason for a library to tack up jackets for books it does not own and if it does own the book, then it will have the jacket. Stuffing the appropriate jackets into the kits consumes many hours which could be more profitably spent on other things by Book Week committee members. The publishers have pointed out the cost of the jackets to them, and we feel that if we drop the jackets, they might be able to help us in other ways.

The **kit** will contain a poster (the fruit of a contest among art departments in the four Catholic women's colleges in Chicago) illustrating the theme of Book Week for 1953 "The Truth Shall Make You Free." John 8:28. A new printed leaflet of ideas for running a successful Book Week, and Sister Stella Maris' "Catholic Booklist 1953" will be included. In addition to this list several copies of a select list of outstanding Catholic books of the year will also be found in the kit. The price of the kit is \$1.00.

The **select list** will be called "Thirty-Three Stimulants to Catholic Thought in 1953." The choice will be made by the National Committee from those books judged best in their fields by the editors of the "Catholic Booklist 1953." With the sponsorship of the firms which publish Catholic titles we hope to print upwards of 50,000 copies of the list. Copies of the list can be obtained in bulk from C.L.A. at 75¢ a hundred. This list will be given wide publicity in the Catholic and secular, and booktrade press as the C.L.A.'s choice of the year's outstanding Catholic books.

Publicity and the Book Week kit will be the extent of the National Committee's participation in the observance. The rest of the work will depend on the imagination and initiative of the individual members of the CATHOLIC LIBRARY ASSOCIATION.

**Book fairs** and **Author luncheons** are nightmares to plan, so I'm told, but it is also true they bring books to people who otherwise would not be reached. That ambitious New England unit runs a book fair annually, preceded by a lecture. Many, many college and parish libraries have run book fairs successfully. The individual publishers are rather reluctant to furnish books on consignment for such ventures, but usually the larger book stores are most willing to cooperate. The publishers will frequently cooperate by sending authors as speakers, if the size of the audience warrants it, and *if books are sold at the affair*. Women's Clubs, Knights of Columbus, Holy Name Societies and similar groups are likely bodies to initiate something of this type, and the members of C.L.A. are the men and women who will encourage them to do so.

**Catholic Book Week 1953** is off to a fairly early start. It can be a successful venture if *each* member of the C.L.A. resolves to contribute some of his thought and energy to it. Criticisms and suggestions are most welcome. They are especially welcome from those who are working on the project themselves.

You can begin to cooperate now by placing your orders early for the kit, for the select list, "Thirty-Three Stimulants to Catholic Thought in 1953," in bulk quantities, and for extra copies of the poster and "How to Run a Book Week."

National Catholic Book Week Committee for 1953

- Rev. Vincent T. Mallon, M.M. *Chairman*  
Maryknoll Seminary, Glen Ellyn;  
Rev. A. Homer Mattlin, S.J., Loyola Univ.,  
Chicago, Illinois;  
Sister Mary Margaret, O.P., St. Agnes  
Academy, Memphis, Tennessee;  
Mr. Eugene P. Willging, Catholic University,  
Washington, D.C.;  
Mr. Daniel Herr, Thomas More Association,  
Chicago, Illinois.

All correspondence about Book Week should be addressed to Mrs. Lynn at C.L.A. headquarters.

## CATALOGING AND CLASSIFICATION ROUND TABLE

The Cataloging and Classification Round Table of the Catholic Library Association met at 10 a.m. on June 27 in the Grove Room of the Hotel Park Sheraton. Miss Josephine Savaro, Instructor, Department of Librarianship, Marywood College, Scranton, Pa., presiding. Rev. Homer Mattlin, S.J. opened the meeting with a prayer.

The first paper, "Dewey vs. Ferguson" presented by Sister M. Norberta, Marywood College, gave a comparison between the 14th and 15th (new Standard) editions of the D.C. The chief conclusion drawn by Sister and by the membership was an opinion that the latest edition of D.C. fails to be an improvement over the previous edition, principally because libraries that have already used the 14th edition of D.C. cannot adopt the new classification scheme without making numerous changes in existing collections. Too many problems are created if the 15th edition is adopted. Questions which arose during the discussion period pertained to the printing of the latest classification numbers on Wilson cards; printing of both members on L.C. cards (an asterisk used for 15th edition number); advisability of using the 15th edition in high school libraries; usefulness of the 15th edition in libraries of Catholic institutions. A vote taken from the floor indicated the group's desire to have Sister Norberta's recommendations presented to the D.C. Committee; which, in general, calls for a 16th edition containing the best points from each edition (14th and 15th).

The second paper, "Cataloging of Catholic Farmington Titles" by Father Oliver Kapsner, O.S.B., Research Cataloger at Catholic University, was concerned principally with problems which catalogers in Catholic institutions meet in handling Catholic literature. In many instances, the practice of the Library of Congress and the A.L.A. Rules fails to satisfy the needs of Catholic institutions. For this reason, Father Kapsner asked for discussion on the revision of certain cataloging rules established by A.L.A.; such as, religious names, liturgical books, entries for popes. In addition, Father said he is interested in making personal contacts with the Library of Congress personnel in order to achieve agreement on choice of headings for Catholic literature. He mentioned contacts with Romig, publisher of *Guide to Catholic Literature*, asking him to consider adoption of a bibliographical entry corresponding to the practice of catalogers. Father demonstrated his paper by distributing mimeographed sheets in incorporating his efforts in revising A.L.A. Rules (e.g., Rule 53).

After discussion of the papers, Mrs. Jeannette Lynn reported briefly on the progress which Father Peterson and she had made during the

past year on the revision of the Alternative Classification. Publication will be financed by pre-publication orders. The Round Table asked for an expanded index.

Rev. Oliver Kapsner, O.S.B., was elected incoming chairman. A vice-chairman, 1952-53, was elected; Mr. Arthur Morse, Iona College, New Rochelle.

Respectfully submitted,  
ANGELINA SEARDAMAGILA  
University of Scranton Library

## HIGH SCHOOL ROUND TABLE

The High Schools Libraries Round Table met Friday morning, June 27, Brother Adrian Norbert, F.M.S. presiding.

Dr. Helen L. Butler reported on the Catholic Supplement to the Standard Catalog for High School Libraries. Mr. Howard Haycraft, vice-president of the H. W. Wilson Company, spoke on the problems and probable cost of publishing the 1952 Catholic Supplement. It was suggested and approved by the high school librarians present that the chairman write a letter of endorsement concerning the new edition of the Catholic Supplement for distribution by the Wilson Company.

The Association has concluded a contract with the Wilson Company for the continuation of this invaluable aid to secondary schools. Dr. Butler and her assistants were strongly commended for their generous service, which would be impossible without support of the CATHOLIC LIBRARY ASSOCIATION, especially its high school members.

Miss Ursula Moran, of the Visual Education Department of the New York Public Schools read an informative paper on *Visual Aids and the Librarians Part in Their Use*.

BROTHER ADRIAN NORBERT, F.M.S.  
Chairman of High School Section.

## SERVICE TO CATHOLIC READERS

The Round Table met Thursday evening, June 26 in the air-conditioned Colonial Room, with Miss Dorothy Cromien of St. John's University presiding. The paper by Miss Rita Keckeissen of St. Peter's Library, New York City is printed in brief in this issue. Miss Eileen Riols, Kingsbridge Branch, New York Public Library, expanded the theme of Father Cantillon's sermon at the Conference Mass. Her comments on books and anecdotes for them which she told were examples of *Records of the Human Spirit on Library Shelves*. Miss Mary Ellen Evans, editor at P.J. Kenedy and Sons, spoke on the theme *Catholic Readers Need Catholic Publishers*. She outlined the origins of Catholic publishing in the days when its primary function was rebuttal and apologetics. It had an apostolic purpose necessary in times of misunderstanding and attacks upon Catholicism. Now she pointed out, the Catholic publisher stands side by side, in quality of output and range of subject interest, with secular publishers. The Catholic publisher has, however, a vital role to play as sponsor of Catholic writers and as source of the specifically Catholic book no longer "ghetto" in attitude.

DOROTHY L. CROMIEN

## Maryland Unit

The Newman Bookshop was host to the members and guests of the Maryland Unit of the Catholic Library Association at a luncheon meeting at Hoffmann's Inn, Westminster, Maryland on Saturday afternoon, May 17, 1952.

During the Business Meeting which followed the luncheon reports of the various Committee Chairmen were given and tentative plans for future activities were discussed.

The newly elected officers of the Unit for 1952-1953 who were installed are as follows: Chairman, Brother Joseph, F.S.C., Librarian at Calvert Hall College, Baltimore; Vice-Chairman, Miss Ann Naulty, Librarian at Enoch Pratt Free Library; Secretary-Treasurer, Miss Barbara Hemming, also Librarian at Enoch Pratt.

An interesting tour of the Newman Bookshop followed the meeting.

## New England Unit

The Spring meeting of the New England Unit was held at Regis College, Weston, Massachusetts, May 24th, 1952.

The members and their friends were welcomed by Sister Macrina and Sister Joan Patricia. At the Business meeting, Rev. John A. Broderick, the Chairman, presided, and Sister Marie Celine of St. Joseph's College, West Hartford, Connecticut was elected a member of the Board of Directors, replacing Rev. Ernest A. Hogan, O.P. of Providence College.

Miss Mary Alice Rea, Chairman of the Program Committee, introduced the speakers, Miss Mary A. Reardon, Mr. Thomas Connor and Miss Margaret Mary Brine. Miss Reardon is a book illustrator, and she acquainted the members with some of the problems in her field. Mr. Connor, librarian of the Boston Post, told many amusing and dramatic incidents in his reportorial career, and he also made a plea for less comics and better reading habits. With Miss Brine, the Unit traveled via colored slides, through Portugal and Spain, following Columbus and the early missionaries, then to South America and the Camino Real in California.

For an hour the guests visited the Library, saw the treasured Newman collection, and the other art treasures of the College.

ANNA L. MANNING

## Revision of Lynn

Progress Report, Rev. Gilbert C. Peterson, S.J.  
St. Mary's College, Kansas

The preliminary gathering of suggestions for the revision of Mrs. Lynn's *An Alternative Classification for Catholic Books* was presented on a few typewritten pages at the Washington meeting, 1950. At the Chicago meeting the following year, after further suggestions had been received from libraries using the classification or had been made by the editor, dittoed sheets were distributed for sections BQ, BQT and part of BQV. Finally, at the New York meeting this year, section BQX was made available, with the rest of BQV and further revision of the other sections.

Mrs. Lynn and the editor have reached the conclusion that all the suggestions that are going to be made have reached the latter. Any further points will be settled between them by correspondence, since the time has come to start typing the final copy. At the moment all the editor can



say is that the finished book should appear some time in 1953. It would be rash, to say the least, to make a more definite prediction (cf. any publisher).

For the proper names in BQ "Christian Literature," L.C. form will be followed. An attempt will be made to clarify the use of the schedules as set forth in the "Introduction," first edition.

The revision of the section on "Eastern Liturgies," being made by Father Adolphe Hrdlicka, O.S.B. of St. Procopius Abbey, Lisle, Ill., is only partially finished. It will be some time, however, before final copy reaches that point. Section BQ, which needs more verification by the editor, will take some time to type. The other sections will proceed more rapidly.

The book is to be lithographed, with wider margins than in the first edition, and on a less stiff stock. Copy will be made on an IBM proportional spacing electric typewriter. In this respect the new edition will be a great improvement over the first. It will be for critics to decide whether the revision itself will be an equal improvement.

Since the Executive Council of the Catholic Library Association has decided that printing will not proceed till enough advance orders are secured to insure production costs, all are urged to send in their orders now. A word from members to their provincial and motherhouse libraries or to libraries they patronize would also be very helpful. We are confident of this cooperation. Please address your order to Mrs. Jeannette M. Lynn, 209 Vine Avenue, Park Ridge, Illinois.

## THE HOMILETIC INDEX

This Index will cover all the issues from October 1900 to September 1952 inclusive and the binding will allow for at least five yearly additions which will be available beginning September 1953 at a nominal charge and may be inserted as part of the Index.

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## Talking Shop A Page for School Librarians . . .

Richard James Hurley, Editor  
Department of Library Science  
Catholic University of America

Greetings and salutations for another school year. TALKING SHOP needs your bright, new thoughts if it is to meet the demands of Catholic school librarians. Please let us have them early. On our part, we shall give more stress to the elementary school library, and shall make greater use of guest contributors. In December Brother Frank A. Deibel will resume discussion of a Catholic high school book club (see his editorial in the CLW for May). In January, Sister M. Annette McBennett, R.S.M., will present the curricular use of the *Land of the Free* series. In February, we will present the findings of Sister Mary Emmanuel Ehlman, S.N.D., and others on a series of surveys of Catholic high school libraries. In March we want news about audio-visual aids. Who will volunteer as a "resource person"? This Department has for too long been a monologue. Let us make it at least a dialogue!

### THE NEW BOOK SHELF

National Book Week will be much in our thoughts in November. The colorful poster "Reading Is Fun" can be used anytime and is worth the thirty-five cents. You may get free from the Children's Book Council, 50 W. 55th St., N.Y. 19, the *Manual for Book Week*. The list of aids and suggestions will provide additional material for Catholic Book Week in February. Plays, records, films, scripts for radio programs, book characters, picture quiz and book fair are included. Write also for *Let's Have a Book Bazaar* available for twenty-five cents from *Scholastic Magazine*, 351 Fourth Ave., N. Y. 10.

Helen Ferris, editor-in-chief of the Junior Literary Guild, has compiled a Young Wings anthology entitled *Writing Books for Boys and Girls*. Some 216 authors have told how they came to write their books. Arranged in three sections for the 6-8 year-olds, 9-11, and 12-16, each section is alphabetical by author with the valuable information about favorite books, biographical data about authors and illustrators, and writing hints for budding authors.

There are three JLG selections: Clare Newberry's charcoal picture-story of three kittens, *Percy, Polly and Pete* (Harper, unpagged), Alice E. Goudey's story of a carnival pony in *Danny Boy* illustrated by Paul Brown (Scribner, unpagged), Jean McDevitt's *No. No, Taffy* tells of a puppy who has to learn to be good. (Doubleday, unpagged). In the easy group, grades 1-3, are more animals, a lonely cow pony named *Bronto* written and illustrated by Hetty B. Beatty, and *Little Fox* a small boy's pet, by Frances Frost of *Windy Foot* fame. (Doubleday, 136p. and Whittlesey, 112p.) *Follow the Sunset* by the Schneiders tells how night and day come to the many peoples of the world, really an elementary geography attractively illustrated. (Doubleday, 43p.) Robert Bright's *Richard Brown and the Dragon* is retold from Mark Twain's *A Tramp Abroad* with a fire extinguisher as hero. (Doubleday, unpagged). For the 4-6 graders are these which I have read: Tom Robinson's *Lost Dog Jerry* tells how a St. Bernard finds its way from Chicago to New England. Morgan Dennis illustrated this as well as *Little Fox*. (Viking, 190p.) In *This Boy Cody and His Friends* Leon

Wilson tells more about Cody and his Tennessee mountain neighbors. (Watts, 273p.) Heluiz Washburne and Anauta, a Baffin Land Eskimo, collaborate in a series of stories about Salumo, an Eskimo boy in *Children of the Blizzard* (John Day, 192p.) The imaginative child will revel in a collection by Frances Carpenter, *Wonder Tales of Horses and Heroes*, (Doubleday). English stories are often slow moving for American children, but *Picture Come True* by Priscilla M. Warner is a warm-hearted family story. Evelyn S. Lampman's *Captain Apple's Ghost* does some surprising things to save the children's museum. (Doubleday, 250p.)

For boys grades 7-9, a mystery without a villain is Mary W. Wellman's *Wild Dogs of Drowning Creek*, in the series about North Carolina. (Holiday, 221p.) Walter Farley is back with *The Black Stallion's Filly*, Black Minx which wins the Kentucky Derby. (Random, 309p.) Eloise J. McGraw's *Moccasin Trail* about Jim Keath, brought up by Indians and ill at ease in a white man's world of early Oregon is a polished performance. (Coward-McCann, 247p.) Another Robb White sea story is *Deep Danger* in which Bill Grant outwits a Nazi spy to obtain buried treasure. (Doubleday, 190p.) Harlan Thompson pictures the California rancho days, 1833-1846 when the missions were secularized, in his horse story *Star Roan*. (Doubleday, 209p.) A most unusual book is Ruth Adams Knight's *Day After Tomorrow* on recruiting of youth by the Communist Party in the United States. It deserves careful reading. (Doubleday, 219p.) For girls of junior high age, Lee Wundham's *Slipper Under Glass* (Longmans, 181p.) and well-known Betty Cavanna's *Lasso Your Heart* (Westminster, 184p.) were JLG selections.

### MORE SERIES

Every time we turn around a new series pops out of a publisher's catalog. Winston has a Science Fiction series, ten titles projected to date and edited by Cecile Matschat and Carl Carmer. We have read several and can recommend *Five Against Venus*, *Earthbound*, *Son of the Stars*, *Marooned on Mars*, and *Find the Feathered Serpent*—each \$2 and about 210 pages. They are exciting without being sordid.

Winston's Adventure Books with the same editors, has eleven titles to date. *Little Giant of the North Western Canada* of 1690, *A Boy For a Man's Job*, the founding of St. Louis, *Pirate Flag for Monterey*, *Drummer of Vincennes*—Clark Expedition, *Little Wolf Slayer*—Quakers, *Mosquitoes For the Big Ditch*, are certainly approved. Two new titles concern Basque shepherds and French voyagers but as yet we have not read them. Twenty volumes of the sixty-three volume *Childhood of Famous Americans Series* (Wilcox & Follett) are now available in a School Edition for \$1.48 with net at \$1.11. These books are excellent remedial reading. We have gone over ten volumes in the third series of the *Real Books* (Garden City \$1.25). Subjects include Daniel Boone, Buffalo Bill, Andrew Jackson, pirates, the Mounties, farms, music, insects, tall tales and the Wild West. Like the preceding twenty titles, they are "naturals," especially for boys.

# Bibliotherapy

## A Page for Hospital Librarians

### Functions of Hospital Libraries—Service to Patients, Nurses and Medical Staff\*

The term Hospital Libraries in its broad interpretation may include all libraries in hospitals which service patients, nurses or medical staff.

From a practical standpoint, an attempt to cover all that is implied in the term is impossible.

Petrie Jones, in her article, "Hospital Libraries—Today and Tomorrow" *Medical Library Association Bulletin* 32:467-478: 1948, offered an overall picture of goals, standards, objectives, organization and administration and problems including Volunteer Service with special emphasis on the patient's reactions in attitude or behavior which reflect his reading.

The emphasis on the curative power of this title recalls the standards for selection of Rev. Harold Gardiner S.J. in his *Tenets for Readers and Reviewers*.

For the development of such service both Librarian and nursing staff must recognize the implications of Bibliotherapy, a technique which designates the use of carefully selected books for therapeutic purposes. The hospital with a library has a "diet-kitchen of the mind."

The therapeutic value of books was evident in the time of the early Greeks and Romans. "Medicine for the Soul," is the inscription over the Library of Thebes.

Books carefully selected can stimulate pleasant and healthful mental activity; can calm the troubled mind; can strengthen and bring a soul nearer to his God. This in practice is bibliotherapy in the patients' library.

In the past inadequate libraries in schools of nursing have been the rule, rather than the exception. The American Hospital Association and the National League of Nursing Education in *Hospital Nursing Service Manual* 1950 present the conditions which are essential to a good department of nursing.

The *Manual* (p.59) states:

Library facilities should be afforded professional personnel as part of any in-service program. Professional nursing and medical journals, standard texts in medicine, surgery, and other clinical branches, and reprints of medical and nursing articles, should be available. Books on management, supervision, psychology, administration and sociology should also be provided.

The Joint Committee on Standards of the American Library Association and the Special Libraries Association have prepared a set of tentative standards for the hospital library. In the section on *Standards for Nursing School Libraries*, we read:

The purpose of the nursing school library is to forward the educational objectives of its particular school. Its primary function,

Lucy M. Latini, Editor  
Providence Hospital School of Nursing  
Portland 13, Oregon

therefore, is to aid in the education of students by maintaining an attractive and adequately equipped library which will complement, correlate and extend the work of the classroom, and to service the library needs of the faculty. Its secondary purpose is to provide stimulating, informative and enriching non-curricular and recreational material.

The above with the requirements published by the National Nursing Accrediting Service make it imperative that we develop the libraries in our Schools of Nursing into dynamic forces for professional progress and the individual enrichment of our student, graduate and faculty clientele.

Let us turn our attention from more or less casual reference to both the patients' and nursing school libraries to the Medical Library one of the oldest departments of the hospital. Medical libraries ranging from two or three to thousands of books have been in the process of development over a long period of time, as is evidenced by authoritative works in the History of Medicine.

In the present consideration, we shall discuss the Hospital Medical Library through (a) its functions and standards, (b) through book selection, as a challenge to the medical librarian at a time of changing trends in medicine.

#### The Medical Library-Functions and Standards

The self education of any physician stems from four sources: the medical society to which he belongs, traveling, his patients, and reading. The first three, in a limited sense, are rewarding. However, books open to the physician all accumulated knowledge of both the past and the present. Today, professional education, through reading is vital in maintaining medical standards.

The function of the medical library is to enrich the doctor's life by bringing to him those materials of knowledge and inspiration essential to the fulfillment of the duties and responsibilities of his profession.

The library presents recent developments in medicine, surgery, pediatrics, obstetrics and other services offered by the Hospital. It supplies materials for immediate reference and consultation, intensive study, for preparation of lectures, conferences and published reports.

Usefulness of a medical library depends on its accessibility, scope, quality of reference material and organization of its holdings.

The medical librarian assumes responsibility for complete processing of books, classifying and cataloging. He maintains a record of periodicals currently received and arranges for binding.

As the need arises, he prepares bibliographies. A request made by our dietary department some time ago is an example of the library service needed. "We would appreciate a complete listing of all materials on *Food Therapy* published during the last few years and available in either the Medical or Nursing School Library." In answer to this, our staff offered a twelve-page bibliography titled *Dietetics and Allied Subjects: Material listed 1947-'50 is available*.

\*Paper delivered at the 26th Annual Conference of the CLA in New York by Sister Mary Berenice, Librarian, Mercy Hospital, Buffalo, New York.

This issue of the *Library Quarterly* is a collection of essays, written by his associates and former doctoral students and presented to Dr. Pierce Butler, completing twenty-five years, 1917-1952, of distinguished and inspiring teaching and writing in the Graduate Library School of the University of Chicago. The seventeen articles are contributed by noted writers and librarians.

Nine of the essays treat of subjects related to foreign scholarship, printing, and libraries. The Reverend Dr. Redmond A. Burke, C.S.V., director of libraries at De Paul University, Chicago, analyzes the present status of German scholarly libraries and indicates that the German librarians today are reacting to the stimulus of book poverty much as did Americans nearly a century earlier, in his "German Librarianship from an American Angle." Dr. Leon Carnovsky, of the University of Chicago discusses in "The Public Libraries of Paris," the Paris system, twenty main branches without a central public library. Dr. Frances L. Spain, assistant director of the Graduate School of Library Science, University of Southern California, teaching the past year, under a Fulbright award, library science in Chulalongkorn University in Bangkok, Thailand, offers "Some Notes on Libraries in Thailand." Dr. Lawrence S. Thompson, of the University of Kentucky, who during the winter of 1951-1952 was special adviser on library problems to the Turkish Ministry of Education presents "The Libraries of Turkey." Sister Mary Luella, O.P., Ph.D., of Rosary College, gives a competent description of the work done in the Vatican Library between 1908 and 1936, by one of the world's outstanding oriental scholars and library administrators, the present Dean of the Sacred College of Cardinals and Secretary of the Sacred Congregation for the Oriental Church, His Eminence, Eugene Cardinal Tisserant.

Dr. David W. Davies, librarian, Claremont College, California, discusses "The Geographic Extent of the Dutch Book Trade in the Seventeenth Century," covering Poland, Lithuania, Sweden, Denmark, Germany, France, Italy, Smyrna, Spain, Portugal, Hungary, Czechoslovakia, England and Scotland. Mr. Rudolph Hirsch, assistant librarian in the University of Pennsylvania Library, in his "The Duke Addresses His Subjects, a Study in Propaganda, 1514," reveals that during the Württemberg peasants' revolt of 1514, Duke Ulrich made what is probably the earliest use of printing in "a sovereign's concentrated effort to enforce his will on his subjects." Dr. Edwin E. Wiloughby, chief bibliographer of Folger Shakespeare Library, in his "Francis Bacon and the King's Printer," identifies Robert Barker from whom Bacon received £700 for deciding in the Chancery suit against Bonham Norton and in favor of Barker, May 7, 1619. Dr. Kwang Taing Wu, of the Division of Orientalia in the Library of Congress, outlines "The Development of Typography in China during the Nineteenth Century."

For the unpopular side of two American university library problems, strong cases are presented. Dr. Eugene B. Barnes, acquisitions librarian of the University of Oregon, in "The University Library—Services or Resources?," states: "It is the responsibility of university librarians to implement Dr. Butler's definition 'the ruling

purpose of the library is the promotion of scholarship,' by maintaining service at the lowest level, by investing all possible money in resources, and by refusing to support extraneous activities." Dr. Stephen A. McCarthy, director of Cornell University, in his "Advisory Committee or Administrative Board?" reviews the findings of Elizabeth Kientzle's paper, "The College Librarian and the College Library Committee," (*Library Quarterly*, XXI (1951), 120-126), and ably argues for a strong administrative board.

Dr. Jesse H. Shera, who recently left his position as associate professor, Graduate Library School, University of Chicago, to become dean of the School of Library Science, Western Reserve University, presents a thoughtful essay "On the Value of Library History." Dr. Lewis F. Steig, university librarian and director of the Graduate School of Library Science in the University of Southern California offers, in similar vein, "Notes on the Origins of Public Libraries in California."

Dr. Julia Sabine, head art librarian of Newark Public Library has based her informing paper, "Timothy Cole and the Century," upon unpublished letters from Cole to George Whittle, of the *Century Magazine*, found in the autograph collection of the Newark Public Library, "knowing Professor Butler's enthusiasm for woodcut illustrations of artists like Thomas Bewick."

The two biographical articles, opening the collection, "Pierce Butler—A Biographical Sketch," by Dr. Stanley Pargellis, librarian of the Newberry Library, and "Pierce Butler, Professor and Priest," by Dr. Bernard Iddings Bell, Canon of the Cathedral of Saints Peter and Paul, in Chicago, are models.

The Catholic Library Association offers sincerest felicitations to Dr. Butler who has very generously assisted it in its national conferences and in the meetings of the Illinois Unit, as well as giving most sympathetic and stimulating guidance to many of our members who have been his students.

SISTER MARY REPARATA, O.P.

PRESCOTT, H.F.M. *The Man on a Donkey: A Chronicle*. Macmillan. 632 p. \$5

Miss Prescott's long panorama covers England over the years 1509-1537, and focuses on the Pilgrimage of Grace, which was the name attached to the Northern rising against Henry VIII and Thomas Cromwell, his Lord Privy Seal, in protest against their dissolution of the Yorkshire and Lincolnshire religious houses. There are two basic ways of dealing with the problem of one's *dramatis personae* in an historical novel that is not merely an historical romance: either to place the great of this world in the foreground or else in the background. Miss Prescott has elected the second, and harder way. Her careful unthreading of five strangely interwoven destinies—those of Christabel Cowper, Prioress; Thomas Darcy, nobleman; Julian Savage, gentlewoman; Robert Aske, esquire; and Gilbert Dawe, priest—is more concerned with the little things of the chorus than with the greater things of kings and queens. For Miss Prescott is keenly conscious of the very human fact that the chorus, too, is



in history; and, like the king, is born and dies. Yet the great ones of the earth are also much in evidence in these sensitively written pages. Anne Boleyn flushes into wanton life. The tableau of Henry, Cromwell, and Master Rich, Chancellor of the Augmentations, cynically making their inventory of monastery loot, with the King's foot, "broad-toed as a duck's webbed foot in its yellow velvet shoe" tumbling a consecrated chalice 'til, rolling, it "rang against the rim of a big alms dish," sums up the whole brutal, sacrilegious business as no chapter of rhetorical invective against sacrilege could do.

It is difficult adequately to assess the extraordinary quality of the texture of Miss Prescott's writing. Her landscapes and cloudscapes are pure Turner. She is mistress of the face as well as of the mind of 16th century England.

Despite the tragic overtones of her sombre theme the prevalent mood of *The Man on a Donkey* is idyll rather than epic; and it may be that Miss Prescott has scanted narrative to the peril of any popular success. Virginals and regals sound in her prose; clarions are muted. Drama yields to portraiture. Her thematics are unobtrusive. As a result of her vigorous art this is no easy book that he who runs may read. But the reader who admires intelligence and authenticity, coupled with genuine historical imagination and a high level of personal integrity, will find Miss Prescott's long volume one of the rarer achievements in historical fiction of the past quarter century.

CHARLES A. BRADY, Ph.D.  
Canisius College, Buffalo

## REFERENCE BOOKS

Sister Mary Claudia, I.H.M., Editor  
Marygrove College Library  
Detroit 21, Michigan

**MONDO CATTOLICO:** a cura di Luigi Cambise. Roma, Editrice "Domani," 1952. xxiv, 974 p. 5,000 lire (\$8.00).

This widely advertised handbook has for its purpose the coverage in Part I of the central organization of the Church; in Part II, a resume of religious orders of men and women; while Part III is devoted to Catholic Action; and Part IV is a bio-bibliographical world dictionary of some 6,000 living Catholic personalities.

The opening part on the Papal Curia is good but not as detailed as the corresponding section in the *Annuario Pontificio*. Part II, covering religious communities, is undoubtedly the best part of the work and should prove helpful both for reference and cataloging departments in the larger libraries. Unfortunately, though, Latin names and abbreviations are omitted for the religious communities of women (pp. 255-350). A list of "Third Orders Secular," (pp. 351-63), is helpful, as information on these orders is extremely sparse. Part III, dealing with Catholic Action, is most inadequate and looks like an afterthought. The National Catholic Welfare Conference receives summary treatment in two pages; the Association of Catholic Trade Unionists receives a page, but no mention is made of other national Catholic groups such as the National Catholic Rural Life Conference, the Catholic Asso-

## SEX-CHARACTER EDUCATION

BY Fr. JOHN A. O'BRIEN

This forthright, reverent book tells parents how to teach their children the facts of sex in plain and simple language. Pointing to the dangers of leaving sex education to chance, Fr. O'Brien outlines a complete plan of instruction for each stage of a child's development. Contributors such as Gene Tunney, Dr. Paul Popenoe, Margaret Culkin Banning, and The Christophers provide material on this vital subject.

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## MERE CHRISTIANITY

By C. S. Lewis

This one volume edition of three highly popular books by Mr. Lewis—*Christian Behaviour*, *Beyond Personality*, and *The Case for Christianity* — emphasizes the great common faith which unites all Christians. Outlining the reasons why Christianity can be accepted as true, he states clearly and persuasively what Christian belief actually is. In his inimitably brilliant style he describes the joys of living that may be expected from following the Christian code of ethics.

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ciation for International Peace, and the Mission Secretariat. Records of periodicals, book and pamphlet publishers, and other cultural enterprises are completely absent.

The "International Bio-bibliographical Dictionary," comprising Part IV, appears useful for foreign names, particularly Italian. If one is to judge on the basis of inclusion of American entries, one might be skeptical. Some striking omissions discovered at random: William Agar, Valenti Angelo (born in Italy), Margaret C. Banning, Herbert C.F. Bell, John Tracy Ellis, Edward A. Fitzpatrick, Helmut Hatzfeld, Karl Herzfeld, Edward S. Skillin, and Bishop Fulton J. Sheen. The translation of all Christian names into the vernacular will prove irritating, e.g., Joseph becomes Giuseppe; Hyacinth, Giacinto; and James, Giacomo.

While *Mondo Cattolico* may prove useful in the university library, it will need improvement before it reaches the status of the *National Catholic Almanac* and the *American Catholic Who's Who*. A little more attention to Part II and considerably more attention to Part IV, with the deletion of Parts I and III might make this a worthwhile reference book. Perhaps the appointment of sub-editors for each country might aid in acquiring the perspective now lacking.

EUGENE P. WILLGING  
Catholic University of America

HOEHN, Very Rev. Matthew, O.S.B., ed.  
*Catholic Authors; contemporary biographical sketches*. Newark 2, N.J., St. Mary's Abbey, 1952. xiv, 633p. \$6.50.

This is an entirely new biographical dictionary, a companion to the book of the same title published in 1947. Like the preceding volume, it answers a need frequently felt in Catholic circles; the two volumes provide biographical information about 994 contemporary Catholic authors. The criteria for inclusion in either volume is the same: the author must be a practicing Catholic and must have published at least one book in the English language.

The second volume consists of readable, informative, entertaining sketches of 374 authors. Material for the sketches was gathered by means of research, correspondence, and interviews. In Europe last year, the editor contacted many European authors omitted from the first volume because of insufficient information. Servicemen also gathered data for the sketches. The final draft of each biography was sent to the biographees, if living, or if deceased, to the nearest relative or most reliable authority for correction and approval.

The editor is responsible for approximately 42 per cent of the vignettes; the rest were written by fifty-six assistants. Authorship of all sketches is indicated by initials except in those instances where the sketch is the result of multiple authorship or autobiographical. It is a tribute to the editor's versatility that there is no evidence of a monotonous plan in any of the sketches.

Information for 222 laymen and women, 10 nuns, and 142 priests is included in the present volume. About 70 of the subjects are converts. A separate listing of these would have been a

valuable addition. Authors representative of all the continents and most fields of endeavor are included. Less than a third of the entries are for American authors. English and Irish authors represent slightly less than another third while the remainder are from Europe, Asia, and Africa.

A comparison with other biographical dictionaries revealed a remarkable lack of overlapping. Seventy-one names were duplicated in the latest volume of the *American Catholic Who's Who*, seventeen in *Twentieth Century Authors*, fourteen in the series entitled *Book of Catholic Authors*, nine in *Dictionnaire Biographique Francais Contemporain*, and twenty-six or less in *Current Biography*, *International Who's Who*, and *American Catholic Convert Authors*. Spot checking indicated that the entries in *Catholic Authors* (1952) represent an entirely different and up-to-date approach with references as late as 1951 and 1952, and that these sketches are complete and accurate.

The typography and the photographs which accompany most of the sketches are an improvement over those in the 1947 volume; the paper and binding are of excellent quality. The table of contents is accurate, and sufficient cross references have been employed.

This dictionary is recommended for all Catholic libraries even if they do not own the preceding volume especially if there is occasion for seeking information about persons like Hilda Graef, Bohdan Chudoba, Fathers Aelred Graham, Gustav Bardy, and Leo Trese. It would be a worthwhile addition to one's personal library.

SISTER MARY WINIFRED, C. S. J.  
St. Joseph's College for Women, Brooklyn

#### Recent Reference Books

AUFRICHT, Hans. *Guide to League of Nations Publications; a bibliographical survey of the work of the League, 1920-1947*. New York, Columbia University Press, 1951. \$10.00.

BAIRD, A. Craig, ed. *Representative American Speeches: 1951-1952*. New York, Wilson, 1952 (The Reference Shelf, vol. 24, no. 3).

The fifteenth edition of this annual series gives twenty-four addresses grouped according to subject, and includes Winston Churchill's address before a joint session of Congress.

*Catholic Who's Who, 1952*: ed. by Sir Harold J. Hood. London, Burns, Oates, 1952. xxvii, 506p.

This new edition, the first in eleven years, contains some 5,500 biographies of Catholics in Great Britain, the Commonwealth, and Ireland.

*Catholic Year Book for 1952*. London, Burns, Oates, 1951. v, 184p.

Includes a brief summary of papal documents and encyclicals since Leo XIII.

KIRCHER, Clara J., Comp. *Character Formation through Books: a Bibliography*;

An application of bibliotherapy to the behavior problems of childhood. 3rd ed., rev. and enl. Washington, D.C., Catholic University of America, 1952. 103p. \$1.50 (paper).

ROBERTS, Arthur D. *Introduction to Reference Books*. 2nd ed., rev. London, Library Association, 1951. ix, 214p.

*South American Handbook: 1952*. New York, Wilson, 1952. 782p. \$2.00.

Published in London but distributed in this country by the H. W. Wilson Company, this is the 29th edition of an inexpensive but very

useful guide to the countries south of the Rio Grande.

*World List of Scientific Periodicals Published in the Years, 1900-1950.* 3d ed. New York, Academic Press, 1952. 1075p. \$37.00.

*Yearbook of Education*, 1951. London, Evans, 1951. xii, 674p. 63s.

The Reverend Martin C. D'Arcy, S.J., has contributed the article on Catholicism in this volume.

## CHILDREN'S BOOKS

**Ethna M. Sheehan, Editor**  
**Director of Work with Children**  
**Queen's Borough Public Library**

BELL, Margaret E. *Kit Carson, Mountain Man*; illus. by Harry Daugherty. Morrow. \$2.00.

A good little biography of Kit Carson, from the age of sixteen to his death. Brief though the book is, it gives some of the highlights of Kit's life—his expeditions to the west coast, and some of his many encounters with the Indians. It makes one realize what hardships and dangers our early pioneers had to face. It is well-written, fast-moving. Boys 7-10 especially will enjoy this exciting book with its lovely black and white illustrations of Indian battles, etc.

ANNA ALBRECHT.

DILLARD, Maud Esther. *The Twins of Old Flatbush*; illus. by Albert Orbaan. Dutton. \$2.75.

Ten-year-old Dirk and Aaltje live with their farming parents in a new community on Long Island in the days of Peter Stuyvesant. There are a few little adventures, climaxed by the finding of a mysterious baby and by the unconventional arrival of the long-awaited *domine*. Actually, this book has all the marks of a made-to-order story to illustrate daily life and everyday customs in New Netherland. It is suggested for children 8 to 11 who are studying colonial life, and for their teachers. E.S.

DUVOISIN, Roger. *Petunia's Christmas*. Knopf. \$2.00.

Another of this author-illustrator's delightful picture stories about that most remarkable of geese. This time Petunia encounters a handsome gander named Charles who is depressed because he is being fattened for the holidays. Fired with love Petunia tries out methods of saving Charles. Though it is touch and go for awhile, everything turns out well in the end. The "happy-ever-after" finale is a gem. The take-off on the melodramatic style of old-time novels will amuse the dads and mothers who read this to their 4 to 6 year olds. E.S.

FADDEN, Marie Celeste. *Saint Benedict, the Boy who Changed the World*. The Grail, St. Meinrad, Indiana. \$1.50.

Picture-book account—necessarily brief and uncomplicated—of the founder of western monasticism. Large, clear print; colored illus-

## RECENT TITLES

IN PRAISE OF WORK by Raoul Plus, S.J.—After discussing work in general, and the methods and achievements of the great workers of the past, the author considers particular professions—farming and medicine, journalism and art, the army and the law—and the qualities required for pursuing these callings in a Christian spirit. The subject is treated with the author's usual lightness of touch, enlivened with scores of stories, humorous or pathetic, and seasoned with dry and pithy comment. \$2.50

WIFE, MOTHER AND MYSTIC, Blessed Anna-Maria Taigi by Albert Bessieres, S.J.—The biography of this heroic woman presents to the modern world a pattern for wife and motherly holiness. Her mission is to provide a balance to the crimes of a society that is growing ever more materialistic in attitude and temperament. \$2.75

CHRIST AND WOMANKIND by Peter Ketter, D.D.—One of the finest books on the subject of women, their rights, privileges, responsibilities and their fundamental role in the Christian world. A product of sound scholarship, this study brings home effortlessly but forcefully the teaching of Christ and His Church concerning womankind. \$5.00

THE FEARLESS HEART by Georges Bernanos.—The story of the martyred Carmelite nuns of Compiegne in play form. "It is magnificently written in a style which is equal to all demands of character, rhetoric and conversation."—*The Month* \$2.25

ONWARD MR. CASEY, The Misadventures of a Gentle Man by Brassil Fitzgerald.—Amusing episodes in the life of Grandpa Casey, beloved character well known to readers of *The Sign*. December selection of *The Thomas More Book Club*. \$3.00

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trations in the angular modern style. Spiral binding. For ages 7 to 9.

GORHAM, Michael. *The Real Book of American Tall Tales*. Garden City. \$1.25.

Episodes taken from the extraordinary adventures of some of the greatest liars and braggarts in American folklore; tales about real-life heroes such as Johnny Appleseed and Davy Crockett; doings of those fantastic animals found only in the West. Good coverage and good large print. This is one of a series of inexpensive books on a wide variety of topics which are published in attractive format, at an attractive price. Ages 9 to 12. KATHLEEN SHEEHAN.

HARRINGTON, Mildred P. ed. *The Southwest in Children's Books; a Bibliography*. Louisiana State University Press. Baton Rouge. \$2.50.

A selective bibliography, arranged alphabetically by author under the following State headings: Arizona, Arkansas, Louisiana, New Mexico, Oklahoma, Texas. There is an index arranged by author, title, subject. Annotations prepared by a committee of which Professor Harrington was the chairman, are both informative and critical. The introductory survey of the field contains some useful leads for potential writers. A reference tool for the librarian, the student-librarian and the teacher. E.S.

HEAL, Edith. *The first Book of America*. Watts. \$1.75.

A brief account of the growth and expansion of the United States seen from many different angles. The illustrations are numerous and should prove extremely interesting as well as useful. A refreshing book for ages 8 to 11. E.S.

LAWRENCE, Mildred. *Crissy at the Wheel*. Harcourt. \$2.50.

How Crissy Bingham sets to work to help her father to sell twenty of the new horseless carriages which are coming into use at the turn of the century. Not so appealing as some of the author's other books, still this is a pleasant picture of everyday good times and momentous changes in a mid-western town (actually Flint, Michigan). Girls 9 to 11. E.S.

SCHMIEDELER, Rev. Edgar, O.S.B., Ph.D. *Your Child's World*. Paulist Press, New York, 1951. About \$5.00.

The author discusses all phases of child training; the physical, religious, moral, and social. He states that parents should not overlook the religious element in child training, which is pre-eminent in their development. A good, brief, simply-written pamphlet on child psychology for parents. Small print, no index.

REGINA NEALON TRAPP

THOMAS, Joan Gale. *Our Father*. Lothrop. \$1.00.

Rhymes and bright-hued pictures illustrate each verse of the Lord's Prayer. Comes in Protestant as well as Catholic editions. The only difference is the additional verse which is tacked on at the end of the Protestant version. Children 3 to 6.

## BOOKS FOR YOUNG PEOPLE

Helen L. Butler, Ph.D., Editor  
Professor of Library Science,  
Marygrove College, Scranton

BENET, Laura. *Coleridge, Poet of Wild Enchantment*. Dodd, Mead. 216p. \$3. Photographs

An unusually well-balanced biography of the famous poet shows his place in the literary world, his capacity for making friends, and his total impracticality in worldly matters. Into the story come his equally famous associates, the Wordsworths, the Lambs, and Robert Southey. Very fine background reading for the "Rime of the Ancient Mariner." H.L.B.

BRUCKBERGER, Raymond Leopold, O.P. *One Sky to Share*. tr. by Dorothy Carr Howell. Kenedy. 248p. \$3.

The same style which made *Seven Miracles of Bubbio* and *Stork and the Jewels* such delightful reading is here evident, with a definitely poetic, Saint-Exupery touch, in the author's French and American journals, admirably translated.

As chaplain-general of the Resistance during World War II, as prisoner of the Germans, as a passionate lover of France, Father Bruckberger displays the courage and hope which are an inspiration in times of national suspicion and distress. The American journal, in contrast with the sophisticated, cynical appraisals that foreign visitors sometimes make, is light, gay and appreciative. Amusingly, parts of it give the impression that the Indians will be presently rushing into Saint Peter's Priory at Winona to take their stint of scalps, a la French American-history texts. After longer, more intimate acquaintance with American ways, the author will undoubtedly change his mind—for better or worse.

SISTER M. REYNOLDINE, O.P.  
Dept. of Library Science  
Rosary College, River Forest

CARPENTER, Bruce. *The Blossoming Year*. Lothrop. 176p. \$2.75.

Using New England with its subtle but real class distinctions as background, the author tells us the story of Peg Knackton. Her transition, sometimes painful, from a shy, retiring girl to a mature young woman is well drawn. Her excellent artistic talents are encouraged by her father whose earlier ambition to be an artist had been submerged in the shoe business. The families of the two young men in Peg's life are almost successful in thwarting their ambitions, but Peg, directly or indirectly, enables both to achieve their desires.



Art and artists provide the reader with some interesting and intelligent descriptions of that field. One unfortunate minor incident will make Catholic readers wary. A passing reference to Mrs. Knackton's marriage by a justice of the peace—she was a Catholic—treats the matter casually and apparently condones it. Except for this one reference, the book is a good junior novel in the vocational field.

SISTER ANNA DANIEL, O.P.  
Mt. St. Dominic Academy  
Caldwell, New Jersey

ERDMAN, Loula G. *The Wind Blows Free*.  
Dodd. 242p. \$2.50.

Winner of the *American Girl*-Dodd, Mead prize competition and, like the author's earlier novel (*Edge of Time*), a story of homesteaders in the Texas Panhandle of the 1880's or '90's. It is especially the story of 14-year-old Melinda who expected—and hoped—to return to East Texas within the year, but learned instead to love the new land and to want to have a part in its building. Like Melinda, the rest of the Pierce family might have found life in a dugout, in the middle of nowhere, intolerably hard and lonely; however, they made it an adventure in family living. There were hardships and dangers, of course, but also fun enough to satisfy five lively children.

Written in the same fine tradition as our best pioneer stories, this is a heart-warming vicarious experience in good family living as well as an interesting chapter from the chronicles of America's building that should appeal to older girls.

SISTER AGNESE, S.C.C.

GORSLINE, Douglas. *What People Wore; a Visual History of Dress from Ancient Times to Twentieth Century America*.  
Viking. 266p. illus. \$7.50

A chronological survey of dress from 2750 B.C. to 1925 A.D., with approximately 1800 small drawings (and twelve full-page, in color) or complete costumes and of costume details, plus a brief analysis and historical calendar for the quarter-centuries. About one-third of the book is devoted to the American scene. Sources are identified throughout. Clear, detailed, interesting, comprehensive, this covers a phase of social history too often ignored in textbooks.

H.L.B.

HUBBARD, Margaret Ann. *Murder at St. Dennis*. Bruce. 200p. \$2.95

Lacking the flavor and atmosphere of *Murder Takes the Veil*, this second mystery is more cut and dried in content and plot. The plot is as staccato in its nervous incidents as was the earlier books; the setting (a Sisters' hospital in the Black Hills) and characters as Catholic; the individual phrases as clever and unexpected. But the total effect is less original and convincing. Clean in language and incident, and useful to pass out in response to the ever-present demand for mysteries, but not outstanding.

H.L.B.

IVENS, Bryna, ed. *Nineteen from Seventeen*. Lippincott. 239 p. \$2.75

Nineteen stories from *Seventeen Magazine*, selected by the fiction editor of that magazine, which

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McGEE, Dorothy Horton. *Sally Townsend, Patriot*. Dodd. 382 p. \$2.75

An appealing and instructive biography which gives a vivid picture of home life and customs during Revolutionary and pre-Revolutionary days, and an exciting and interesting account of the history of the period. The story centers about Sarah, one of the younger children in the large family of Samuel Townsend, a well-established merchant of Oyster Bay. After Long Island fell into British hands, the Townsends were forced to play Tory roles. Sally, however, became a great help to the American cause. And, unknown to her, her brother was "Culper, Jr." head of Washington's secret service in New York. Cautiously, Sally was in communication with Culper, Jr., securing information for him from British officers, particularly Major Andre and Colonel Simcoe who were stationed in the Townsend home. The story of her aid in saving West Point should establish a greater appreciation of our forefathers and their struggles in young readers. Information and interesting for adults as well as adolescents, the Foreword includes a detailed exposition of present conditions in the locality; and the copious bibliography makes the book a value reference for the young student of American history.

SISTER M. ILDEPHONSE, S.S.N.D.  
Columbus High School  
Marshfield, Wisconsin

McLELLAND, Isabel C. *Hi! Teacher*; illus. by Mary Stevens, Holt, 212p.

Alison Gray, a minister's daughter, has her first experience in teaching in the one-room school of Cow Creek, Oregon, a community with thirteen children of school age. Her father has taught her that "we are all God's fellow workers," and in Cow Creek she gains self-reliance and maturity of judgment by participating in the community's activities, joys, and sorrows. The situations are idealized and the hint of first love will attract some readers. A Negro family has found acceptance in the community and this makes the book useful from the point of view of race relations, as well as providing a slight addition to the section of "Teaching" in the career books. The story will appeal to younger girls and slow readers.

SISTER MARGARET ROSE, C.D.P.  
School of Library Science  
Our Lady of the Lake College  
San Antonio, Texas

SCHAUINGER, J. Herman. *Cathedrals in the Wilderness*. Bruce, 334 p. \$4.00

The story of the early Church in America is so closely interwoven with the country's settlement that Catholic schools can ill afford to be

without the excellent works on this subject which modern scholarship and devotion are making available. *Cathedrals in the Wilderness* adds a significant volume to Catholic Americana, giving a detailed history of the founding and growth of the first diocese west of the Alleghenies under its pioneer bishop, Benedict Joseph Flaget—a territory that today forms some 35 dioceses.

Although written with a certain seriousness and a desire to present the entire picture which at times may be tedious, the book fascinates because the author uses human and revealing details. He succeeds well in giving the "ordinary Catholic some idea of what has made Catholic history, tradition, and culture a great and enduring heritage." Good portraits, a bibliography, and an index.

SISTER JAMES ELLEN, S.C.N.  
Dept. of Library Science  
Nazareth College, Louisville

SCHOLTZ, Jackson. *Deep Short*. Morrow. 249 p. \$2.50

Pete Mason's father expected his son to succeed him in the management of his knitting mills. But after a practice season with the Chicago Eagles and some field experience, Pete signed a contract to play baseball. Being extremely practical, he tried to make a business career out of baseball. Then his barnstorming junket failed. His remarkable contacts with the superstitious trainer, the friendly old carrot-chewing fan, the baby-sitting third-baseman and others, showed him it was impossible. The story is filled with amusing situations but teaches, nevertheless, the lesson of determination and perseverance. The character-building qualities are evident. Another light, wholesome baseball story that may well be included in the sports library.

SISTER M. ILDEPHONSE, S.S.N.D.

SHAFFER, Robert. *Skeeter, a Story of an Arabian Gazelle*; illus. by Kurt Wiese. Dodd, 192 p. \$2.75

The author was employed by the United States government as an administrator of Economic Aid to Saudi Arabia, when a day-old gazelle was brought to him by a devoted servant boy. As the antics and adventures of Skeeter are related, we find ourselves agreeing with the author that the silver-furred gazelle inspires love at first sight and "makes the loneliness, the heat and the flies of Arabia more bearable." Some of the escapades of Skeeter are highly entertaining; all of them make enjoyable reading for any age.

SISTER M. ALISON, I.H.M.  
South Scranton Catholic H.S.  
Scranton, Pennsylvania

SMITH, Madeline B. *The Lemon Jelly Cake*. Little. 240 p. \$3.00

A turn-of-the-century story told through the consciousness of an eleven-year-old girl whose mother describes life in terms of layer cakes. Rather hackneyed incidents comprise the plot; an adult archness spices the child's inability to understand the various neighborhood scandals she relates, in spite of occasional precocity; her father's

favorite and frequent expletive is blasphemous. Not recommended for adolescent reading, and dubious for adult purchase. H.L.B.

*Vocational Guidance Manuals.* 45 W. 45th St. New York 36. 95-114p. ea. paper, \$1.00—cloth, \$2.00

Thirty-five occupational fields are covered in the booklets now available, each by a specialist in the field. The pattern for all is similar; history and scope of the work in question, educational and personal requirements, advantages and disadvantages, typical jobs over a wide range, how to get started, related fields, professional organizations, how to find a job, bibliography, and index. As in any series, some of the occupational fields fit the pattern better than do others; occasionally there is a straining to supply data for a subtopic not particularly related to the occupational field. The tone and approach are good throughout, positive without exaggeration, concrete in descriptive information, readable and often personal in treatment. For the first time in this reader's experience, the religious vocation is considered—Jewish, Protestant and Catholic.

*Opportunities in Catholic Religious Vocations*, by Godfrey Poage, C.P. 144p. 1952, should be a welcome addition to the Catholic high school. Part I deals with the nature of a vocation, qualifications, getting started, opportunities in the priesthood (diocesan, order, missionary, teaching, special apostolates)—in the brotherhoods (teaching, nursing, and lay brothers)—and in the sisterhoods. Part II is a helpful directory of Communities for the three types of religious. A good list of books and pamphlets is found in the Bibliography, and the final seven pages discuss the government of the Church. There is good use of analogy throughout the discussion.

On the other hand, *Opportunities in Library Careers*, by R. E. Kingery, 112p. is a bit out of focus. "Not every one who works in a library is a librarian" (p. 8) but "library careers" given approximately equal listing include everybody from the head librarian to the custodial staff. Tangential asides introduce topics of interest to the practising librarian which hold up the introduction to the profession; librarians' jargon slips in with references to "ALA"; statistical phraseology in the references to "median" salaries. We are told the information is of January 1952 (p. 11) yet some library schools which had earlier converted to Type II are still listed as Type III, and administrative heads of these (including the author's own school) pre-date, or identify lesser officers in present conditions. Some of the advice offered is premature for the potential candidate: i.e. the warning not to be misled by the "seeming informality" of a publisher's cocktail party—a possible employer may be watching. Other random advice may discourage the college graduate, as "Remember that you should not finally decide on library work as a career until you have had some actual working experience. And that experience can begin as early as age 14 as a page." Nor would the bibliography entice many applicants; in its *omnium gatherum* are library studies, histories, bibliographies, handbooks, journals, directories, statistics and glossaries. Finally, the three pages devoted to "Related Careers" seem to concentrate upon ways

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of getting out of the field. This is not to say that there is not much practical and helpful information, nor to overlook the significance of its author's being a man. H.L.B.

**WALDEN, Amelia Elizabeth.** *Marsha On Stage.* Morrow. 251p. \$2.50

A romance built around the theater with all its pleasures and difficulties, ably told. Marsha Blake, very like another of the author's heroines, is spoiled, self-willed, and arrogant, when the story opens. Stephen Terry, the leading man in the book, is steady, thoughtful and sincere. How these two characters, surrounded by lesser lights, learn to work together provides the theme of the work. Ricky, Marsha's brother, is a strong character who helps to advise her. Her good qualities triumph over Marsha's volatile nature, and everything ends well. The plot is not new, but it is dressed in exciting and different finery. Young people interested in the theater and its crafts will have expressions and terms pertaining to the stage clarified for them. Not only the stage-struck but all young people should enjoy this book.

SISTER ANNA DANIEL, O.P.  
Mt. St. Dominic Academy  
Caldwell, N.J.

**WEBB, Harry E.,** *Nuthin'.* Murray and Gee, 165p. \$3.00

Gene Autry (*sic* the jacket blurb) calls this an authentic story of the mustang country, "as

clean and wholesome as a desert sunrise." Written, as the author forewarns, in the simple and often illiterate language of the range, it tells how fifteen-year-old Rickey (nicknamed Nuthin'), a runaway from a loveless home in Chicago, earns his spurs and makes a place for himself on Uncle Tug's non-movie version of a ranch—and in his heart. Not his least achievement, in fact, is his discovery that "ornery" Uncle Tug is possessed of this vital organ. Boys will find here not only a concentrated dose of rough-riding, mustang running, and similar excitements, but also a satisfying experience in Rickey's painful metamorphosis from city tenderfoot to genuine cow puncher. Without illustrations of any kind, the book seems high priced.

SISTER AGNESE, S.C.C.

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